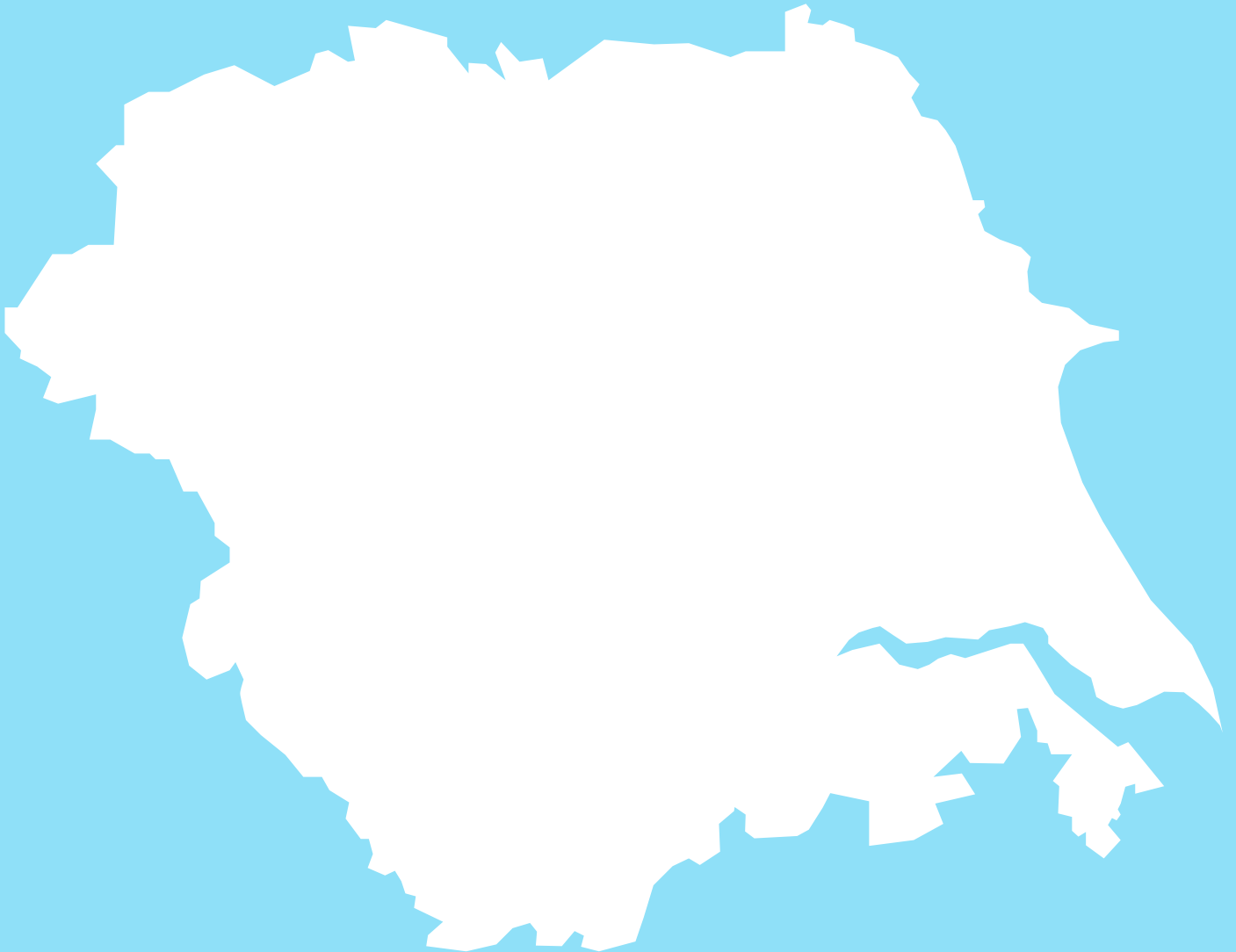


Civil Engineering Contractors Association Membership Pack

Yorkshire & Humberside



Introduction

The Civil Engineering Contractors Association (CECA) represents over 80% of the UK's Civil Engineering companies, both large and small, and is the representative body for Britain's Civil Engineering Contractors.

CECA is made up of a National body and eight Regional Associations, North East, North West, South West, Yorkshire & Humberside, Southern, Midlands, Wales and Scotland.

The CECA Regions are members of CECA (National) and the whole forms CECA. The Regions each pay an annual subscription to CECA (National).

CECA Regions are autonomous and individual contracting companies are members.

Membership of CECA (National) by CECA Regions entitles their contractor members to information and advice from CECA

CECA provides direct advice on the following:

- Legal/contractual matters,
- Technical and environmental matters,
- Dayworks,
- Training and related grant matters,
- Economic issues, and
- Employment.

CECA currently operate Standing Committees where Regional member companies participate, and can influence policy in training & development, environmental and Health & Safety issues.

In addition there are other specialist Working Groups and Fora in which contractor members participate dealing with matters such as Transport generally, and specifically Rail, Nuclear and Water sectors.

Our Aims

CECA aims to raise awareness of the successes and plights of the Civil Engineering industry. These are some of our activities:

Promoting the Industry with:	Government and the Opposition; Local government and Local Enterprise Partnerships; Civil servants; Client organisations; Universities & Colleges; Professional institutions and other like-minded bodies.
Media	Developing and maintaining close links with the press, TV and radio. Also with comprehensive information resource can provide industry intelligence upon request.
Technical	Producing standards and product certification.
Environment	Guidance on environmental matters.
Training	Specifically designed training courses at competitive (often subsidised) rates.
Employment	Information on the content and effect of legislation, advice and guidance on employment issues & wage negotiations
Health & Safety	We ensure members are kept informed on the content and impact of health & safety legislation and Codes of Practice.

The benefits of membership covers the provision of advice and information on the issues outlined above. Membership also provides an opportunity to meet and discuss industry issues with major clients and others who both influence workload and the manner in which the industry operates, and the opportunity to network with fellow contractors.

All about CECA

The Civil Engineering Contractors Association (CECA) are the principal trade association representing civil engineering contractors in the UK.

Our members are building and maintaining the UK's critical infrastructure networks in transport, energy, water, waste and communications. Through our nationwide network of autonomous regions, and our national office in the heart of Westminster, we speak up for the interests of over three hundred firms employing close to 250,000 people and delivering work worth around £15 billion every year.

We maintain close relationships with clients, government and the media to ensure that our members' expertise is shared as widely as possible and our connection to media, clients and government ensure that our members benefit from the latest industry knowledge and government proposals, be they national, regional or local.

CECA is able to provide members with free, up-to-date expert advice on contractual/ legal issues that may arise, offering significant savings compared with the costs associated with seeking such advice from external lawyers. This expertise has also seen our Association get involved in the drafting and development of certain contracts currently used by the industry, and associated subcontracts.

Our Clients

CECA provides regular opportunities for members to meet directly with key clients from across the civil engineering sector. These meetings provide an opportunity for members to raise key issues with these organisations, gain a better understanding of future work programmes and also build a better understanding of each client's expectations of the contractors that they work with.

Recent liaison meetings have seen members have face-to-face discussions with Chief Executives, Procurement and Commercial Directors as well as a range of technical staff from organisations including Network Rail, the Highways Agency, Department for Transport, Department of Business, Innovation and Skills, Scottish Transport, the Welsh Assembly Government, the Environment Agency and the Nuclear Decommissioning Authority, as well as a wide range of local authorities and water companies.

CECA produces a series of key publications for use by civil engineering contractors, all available at preferential rates to members. Members also receive regular updates related to the industry and the work of the Association itself through the weekly update, bi-monthly newsletter CECA Communicates, and a quarterly overview of the health of the sector thanks to the Workload Trends Survey, which is distributed to all members.

“CECA's involvement with Government strategy and planning gives us an insight into national issues which we would not normally have.”

Phil Williamson
Managing Director
Cairn Cross Civil Engineering





Health and Safety

Leading the industry in terms of its efforts to improve the health and safety record for the civil engineering sector, CECA has active involvement in the shaping of the debate through its access to the HSE's Construction Industry Advisory Committee (CONIAC) and the Strategic Forum safety task group. It is also represented on a series of HSE groups with relevance to the sector in areas such as CDM, respiratory problems and manual handling.

The CECA Health & Safety Strategy and Action Plan instigated initiatives such as the Safety Alert system that rapidly informs members of accidents that may have implications for their own works, and the collection of accident statistics, producing benchmark accident figures for the whole civil engineering sector.

In the area of Occupational Health, we publish a Health Management Toolkit to help contractors to begin implementation of a management system which would better deal with work related ill health issues.

Industry Standards

We advise members on technical matters including quality management systems. We can also provide guidance on environmental matters to members (such as pollution of ground water on site and waste management) and assist them to develop environmental policies which are realistic and deliverable.

CECA has produced a Corporate Responsibility toolkit to help firms meet demand from clients that they address the CR agenda. We are also actively involved in a series of national technical and environmental committees, providing members with an opportunity to become involved with influencing future standards and product specifications. We actively contributed to the development of Government's Sustainable Construction Strategy, ensuring that it reflected the needs of the industry. We have also responded to industry requirements for construction related guidance on waste management.

CECA produces the industry accepted Schedule of Dayworks carried out incidental to contract work and ensures that these remain relevant and up to date. We provide advice for users on the interpretation of Schedules, which are available at reduced rates to members.

In recent years small and medium sized contractors have had to contend with a number of major changes to employment law, stemming both from the UK Government and Europe, which have had the potential to severely disrupt the way they run their business.

Through CECA's research and lobbying activities, member firms are provided with advance warning of these changes and can contribute in efforts to minimize their impact upon their business. We can provide individual advice to members on employment/industrial relations issues, and also seminars to CECA regions on employment issues.

CECA is represented on the Construction Industry Joint Council (CIJC) through which wage negotiations are conducted and which agrees the content of the CIJC Working Rule Agreement with the relevant Trade Unions. It ensures that our members views and requirements are represented.

We can provide free expert advice on dealing with issues related to taxation, and keep members up to date with any anticipated changes to the tax payment regime for the industry.

“CECA offers members the ability to share knowledge and best practice in areas that create wider industry benefits and improve the performance of our sector.”

Mark Davies
Managing Director
Carillion Civil Engineering

Legal

CECA is able to provide members with free, up-to-date expert advice on contractual/ legal issues that may arise, offering significant savings compared with the costs associated with seeking such advice from external lawyers. This expertise has also seen our Association get involved in the drafting and development of certain contracts currently used by the industry, and associated subcontracts.

Skills

CECA has a key role in shaping the future of training in the construction industry, with close links to policy makers in Government, construction related Sector Skills Councils and other relevant representative bodies. We provide sector-specific knowledge to a wide range of CITB committees and working groups to ensure that the specific and unique needs of the civil engineering community are taken into account when training related issues are being discussed.

Our members can seek assistance in matters relating to levy & grant, card schemes, funding applications, formulation of training plans, as well as having the opportunity to attend regional training sessions and update briefings. Where more company-specific interventions or advice is required, CECA members can request a visit from one of our in-house Training & Development Managers. Our Training & Development Forum is a well-respected body that regularly receives first hand updates from leading industry figures. We also source funding which subsidises certain training activities.

Summary

In summary, we aim to establish a dialogue with all those whose activities and decisions influence our industry. As the voice for civil engineering contractors, we speak to Government at local, national and European level, including the devolved areas, Parliamentarians of all Parties, senior civil servants, industry regulators, trade associations, relevant national bodies and professional institutions.

Sounds good? Contact me to discuss how your business could benefit from becoming a member of the Civil Engineering contractors Association.

Mark Roper
Executive Director



Working for Infrastructure

Civil Engineering Contractors Association
(Yorkshire & Humberside) Ltd

“Being a member of CECA offers support and advice and acts as a voice for the industry when required.”

Peter Duffy
Managing Director
Peter Duffy Ltd

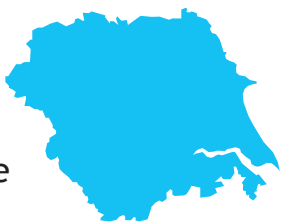


Application for Members to CECA Y&H



Once completed pull this application form out of the pack and return to the address on back.

Yorkshire & Humberside



Full Membership:

Definition:

Civil Engineering activity is defined as including - Roads, Bridges, Drainage, Sewerage, Sewage Works, Piling, Sheet Piling, Foundations, Coastal Defence/Protection, Marine Engineering, Bulk Earthworks, Highway Maintenance, Surfacing, Telecommunications, Ducting & Cabling, Pipelines, Pumping Stations & Mains, Rail, Private Sector Infrastructure & Groundworks, Reinforced Concrete Structures, Tunnelling, Pipe Jacking, Cofferdams and Caissons.

Annual fee structure:

The annual subscription is derived from total annual Civil Engineering turnover contained within the last set of fully audited company accounts:

Up to £2,666,667
£1,200 fixed fee

£2,666,667 - £66,666,667
0.045% of turnover;

Over £66,666,667
£30,000 fixed fee.

Associate membership

Definition:

Work in a Civil Engineering related discipline, but be ineligible to apply for membership of the Association as a full member as defined by above;

Annual fee structure:

£1,200 fixed fee, plus an additional fee of £1,200 per additional region, subject to acceptance (North East, North West, Midlands, Southern, South West, and Wales).



Membership Application

Name of Company								
Form of Membership applied for:	Full Member <input type="checkbox"/>			Associate <input type="checkbox"/>				
Contact Name				Email				
Address								
Tel			Facsimile			Website		
Date of formation, and/or number of years trading								
Names and duties of all Directors, Company Secretary, Partners etc								
Brief description of the types of work you undertake (please include indicative scheme values):								
Civil Engineering Turnover for the previous two years prior to registration:								
Year ending:		Turnover:		Year ending:		Turnover:		
Company Registration Number								
VAT Registration Number								
CITB Registration Number								
We have read, and will comply with, the criteria for membership.								
Company Health and Safety plan attached		Company Environmental plan attached		Quality Management statement attached		Turnover declaration form attached		



Send all applications to:

Civil Engineering Contractors Association (Yorkshire & Humberside) Ltd
26 Howley Park Business Village,
Morley,
Leeds,
West Yorkshire,
LS27 0BZ



“The Civil Engineering Contractors Association (CECA) offers members the ability to share knowledge and best practice in areas that create wider industry benefits and improve the performance of our sector. We particularly focus on ensuring safety, sustainability and workforce competence is at the forefront for the Industry at all levels and this enables our customers and clients to gain confidence in all our members. CECA also provides an environment for the sector to engage on strategic issues with both local and national clients and customers as well as Government.”

Mark Davies
Managing Director
Carillion Civil Engineering



“Membership of CECA gives us access not only to similar contractors within our region but also Clients and specialised services. It keeps us up to date with change and legislation through a variety of forums and enables us to share information and expertise. CECA's involvement with Government strategy and planning gives us an insight into national issues which we would not normally have.”

Phil Williamson
Managing Director
Cairn Cross Civil Engineering



“The benefits of being a member of CECA (Y&H) are the opportunities to share experiences and knowledge on a number of aspects of the industry. It also allows us to tap into industry affairs and experience nationally. Access to useful sources of information and training on health and safety, industrial relations, contractual updates etc. are also very useful. Being a member of CECA offers support and advice and acts as a voice for the industry when required.”

Peter Duffy
Managing Director
Peter Duffy Ltd

Code of Ethics

CECA Members acknowledge the advantages of trading relationships being conducted in a fair and transparent manner.

The confidence that is engendered by collaborative working by all members of the supply chain together with the promotion of a culture of mutual trust benefits all participants and the client.

In order to support this approach CECA has developed, and will promote, this Code of Ethics, which will be achieved by:

The provision and maintenance of a safe working environment for all taking account of the CECA Health and Safety Action Plan and Strategy;

Undertaking the project with a responsible attitude toward the environment, the local neighbourhood and sustainability issues;

The provision of a fully qualified workforce, which will endeavour to employ current best practice in all operations and procedures incorporating innovation solutions for added value;

Working with, and providing sufficient and accurate information to, supply chain partners in an open, fair and collaborative manner promoting the benefits of team-working; establishing clear and effective lines of communication; providing and encouraging early involvement of relevant supply chain partners to discuss client requirements and identifying solutions.

Choosing and negotiating forms and conditions of contract that are “back to back” throughout the supply chain with equal treatment for all and which identify, assess and allocate risk fairly.

Working together to deliver projects in accordance with an agreed programme within time, budget and standards of quality by sharing information on progress and establishing systems for monitoring and reporting performance.

Ensuring that all payments for work, undertaken throughout the supply chain, are paid when due.

Criteria for Full Membership

The following criteria apply to any organisation wishing to become members of the Civil Engineering Contractors Association (Yorkshire & Humberside):

- Be registered as a Limited Company in England & Wales
- Civil Engineering should be a significant trading activity of the business
- The business should be based or trade in Yorkshire, Humberside and Lincolnshire
- The business should have a minimum turnover of £500,000 of which a minimum £250,000 must be civil engineering
- The business should have a financially sound track record during the last three years
- The business shall have in place a Health and Safety policy that meets the commitment to the CECA Health and Safety Action Plan and Strategy, or be willing to amend it so that it does
- The business shall be committed to its workforce being 100% CSCS qualified or similar
- The business shall be registered with CITB
- The business shall be committed to raising the standards of civil engineering through being a member of CECA (Yorkshire and Humberside) Ltd

In addition to completed application forms and turnover declaration, the application for membership shall be accompanied by:-

- A Copy of the Health and Safety policy;
- A précis of business activity;
- Statement of Environment and Quality policy;
- The name and address of two referees, preferably current member of CECA (Yorkshire and Humberside) Ltd at the discretion of the Association
- Payment of the appropriate calculated subscription.
- A commitment to the CECA (Y&H) Code of Ethics.

All applications shall be considered and approved by the Management Committee of CECA (Yorkshire and Humberside) Ltd. Membership will not commence until such a decision has been agreed and the business advised. The decision of the Management Committee shall be final.

Criteria for Associate Member

CECA (Y&H) have formed a new membership category for companies working in civil engineering but who do not fall within the definition of a civil engineering contractor.

Associate will be a new member grade to permit appropriate companies to work more closely with CECA members and to enjoy and contribute to a mutual exchange of understanding and expertise.

The Management Committee will determine the genres of companies deemed suitable for the category of Associate Membership in the first instance, and will review this on a regular basis.

Associate Membership will specifically exclude any right to influence or amend existing constitutional matters or the manner, operations or policy of the Association.

Associate Members will be encouraged to contribute to and benefit from the mutual exchange of information and expertise with CECA members and thereby broaden and enhance the mutual understanding of the needs and priorities of the industry.

Associate Members will be informed that membership must not be regarded as a platform or access route to full members for marketing purposes. Any Associate Member exploiting membership for such purposes may have their membership terminated.

We welcome input and initiatives by Associate Members in furtherance of Health and Safety, Welfare, Environmental and Technical Development issues and will be pleased to support such initiatives as appropriate.

Associate Members will be entitled to attend and participate in all CECA (Y&H) Seminars, Courses and Social Events, but will not be eligible to join the Management or Executive Committees.

Associate Member may however be invited to attend and to contribute to the Management Committee on matters of specific relevance and expertise.

To qualify for Associate Membership, applicants must:

- Be registered as a Limited Company in England & Wales
- Work in a Civil Engineering related discipline, but be ineligible to apply for membership of the Association as a full member;
- Have a registered Office in Yorkshire & Humberside;
- Be trading for at least two years;
- Be registered for VAT;
- Be registered with CITB, if applicable;
- Have a relevant Health and Safety Policy;
- Be aware of the CECA Action Plans and Strategies;
- Be aware of the CECA (Y&H) Code of Ethics;
- Agree to pay £1200 plus VAT per annum to each Region the Associate Member wishes to join.

All Applications must be approved by the CECA (Y&H) Management Executive;

Associate Members will have no voting rights, nor be eligible to stand as a Director of the Region.



The Civils Training Group (CTG) is an independent training group which receives funding from CITB Construction Skills. The group is administrated by CECA (Yorkshire and Humberside) Ltd on behalf of its members.

CTG is a member-run organisation, whose primary activity is that of being a training provider for the benefit of its members.

CTG liaise closely with Construction Skills and provides up to the minute advice on training and grant opportunities, as well as helping members prepare training plans and grant applications.

CTG hold regular training events and seminars, including quarterly meetings to share knowledge and best practice.

Yorkshire Safety Centre for the Construction Industry

The Yorkshire Safety Centre (YSC) is a registered Charity with a primary aim to promote interest in accident prevention in the construction industry.

A member-run organisation, YSC hold regular safety related seminars, meetings and training courses, and sponsor appropriate experimental research.

In order that to maximise the amount of training from the income generated, both CTG and YSC are administered by CECA (Yorkshire and Humberside) Ltd on a voluntary basis. All training enquiries should, in the first instance, be channelled through Jemma Carmody at CECA (Yorkshire and Humberside) Ltd Headquarters.



CONTACT LIST

Yorkshire & Humberside

Civil Engineering Contractors Association (Yorkshire and Humberside) Ltd,
Howley Park Business Village,
Morley, Leeds,
West Yorkshire
LS27 0BZ

Telephone Number: 0113 238 2570
Facsimile: 0113 253 8311

Mark Roper	Executive Director	markroper@ceca.co.uk	Mobile: 07891 870 285
Jemma Carmody	Training Manager	jemma.carmody@ceca-yorks.co.uk	Mobile: 07976 218 412
Jayne Darbyshire	P.A. to Director	jayne@ceca-yorks.co.uk	Mobile: 07891 870 273

CECA National

The range of free advice & services offered to members CECA (Y&H) by our National office is listed below, along with point of contact. The telephone number is 020 7340 0450

Taxation and CIS Matters	Liz Bridge
Employment and Industrial Relations	Gerry Lean
Health and Safety	Peter Crosland
Technical and Environmental	Peter Crosland
Europe	Marie-Claude Hemming
Economic Stats, Workload Trends	Alasdair Reisner
CITB Grants	Jemma Carmody (via Y&H office)
Dayworks	Peter Crosland



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CECA (Yorkshire & Humberside) Ltd

Civil Engineering Contractors Association (Yorkshire and Humberside) Ltd, Howley Park Business Village, Morley, Leeds, West Yorkshire, LS27 0BZ