

Construction Logistics Improvement Group

Terms of Reference

Dated: 28 November 2016

1. Purpose

The purpose of this document is to set out the Terms of Reference for the role of Construction Logistics Improvement Group (CLIG) and its Working Groups in relation to their contribution to Transport for London's (TfL) Construction Logistics Programme.

2. Role of the Construction Logistics Improvement Group

The primary role of CLIG is to act as the steering group throughout the duration of the Construction Logistics Programme. The programme aims to stimulate improvements in construction logistics activity to increase efficiency within construction supply chains and minimise impact to society. CLIG will help drive this programme by developing, approving, adopting and promoting interventions through its Working Groups. The CLIG will meet periodically to assess the relevance of the Construction Logistics Programme and the success of its outputs.

3. Background to the Construction Logistics Programme

The Construction Logistics Programme will build on the lessons learnt and the achievements from the application of CLPs and the delivery of CLOCS.

The objective is to ensure that all construction projects, opportunity development areas, infrastructure and housing developments adopt the full range of applicable construction logistics efficiency techniques available. Delivery of the full programme will lead to a step-change in the effective management of construction logistics. This will be achieved by professionalising construction logistics management by embedding a recognised competency framework of training, guidance and tools.

4. Membership

The CLIG comprises of a wide range of stakeholders with representation from local authorities, construction clients, construction contractors, material logistics suppliers, consultants and industry representative bodies. There are specific membership roles in place to ensure the effective operation of meetings. The CLIG roles are:

Sponsor - TfL is the Sponsor and funding organisation for the Construction Logistics Programme. TfL provides resource, support and direction for the programme in order to ensure it achieves its objectives. The Sponsor is responsible for the final decisions in relation to the programme and its priorities.

Secretariat - The Chartered Institute of Logistics and Transport (CILT) acts as the Secretariat for CLIG as appointed by the Sponsor. The Secretariat is responsible for planning, facilitating and documenting CLIG meetings, alongside other activities that contribute to the effective operation of its Working Groups.

Members - Membership of CLIG is by invitation of the Sponsor and is limited to industry stakeholders who can actively contribute to the development, promotion and adoption of the programme interventions. Membership will be reviewed periodically against these criteria. There is no formal restriction on the number of CLIG members.

Programme observers, campaign groups and the general public are not invited as CLIG members. However, programme outputs will be subject to information disclosure rules unless deemed to be commercially sensitive.

5. Meetings

All CLIG meetings will be held in London. The frequency of meetings during the initial 6-12 months of the programme will be every two months. Once the programme is established this frequency may be reduced to quarterly as agreed by CLIG members. The meeting schedule during the initial six months of the programme is:

Date	Location
20 Oct 17	Arup, 13 Fitzroy Street, W1T 4BQ
28 Feb 18	City of London, Guildhall, EC2P 2EJ

6. Working Groups

A series of Working Groups will be established in line with the structure of the programme structure. The main role of the Working Groups is to develop practical tools and solutions that will help achieve the programme objectives

CLIG will oversee the tasks of the Working Groups. During the first year of the programme the Working Groups will cover the following policy areas:

1. **Construction logistics baseline and programme evaluation**
2. **Embedding construction logistics plans**
3. **Planned Measures**

The Working Groups will comprise of 6-8 CLIG members and a lead member will be appointed for each of the four Groups. The Working Group is responsible for developing and delivering on its scope of work as directed by the CLIG.

The Working Group lead is responsible for reporting progress to the CLIG which will act as the peer review body for all Working Group outputs.

As Sponsor, TfL will engage independent professional services to conduct technical research where necessary to support Working Group tasks and provide evidence in support of the Construction Logistics Programme objectives.

7. Review

The CLIG Terms of Reference will be reviewed after the first series of meetings in April 2017. Any proposed amendments will be considered and a revised version of the Terms of Reference will be circulated to the CLIG members for final comments. The Terms of Reference will be reviewed (but not necessarily revised) annually, unless otherwise requested and agreed by CLIG members.

8. Appendices – Working Group Terms of Reference

Appendix 1 Construction Logistics Baseline and Programme Evaluation Working Group

Appendix 2 Embedding Construction Logistics Plans Working Group

Appendix 3 Planned Measures

Appendix 1 to:
Construction Logistics Improvement Group Terms of Reference
Construction Logistics Baseline and Programme Evaluation
Working Group

Dated: 28 November 2016

1 Purpose

The purpose of the Construction Baseline and Programme Evaluation Working Group is to create a London Construction Logistics Model that quantifies the amount, type and impact of construction logistics freight to evaluate the success of the Construction Logistics Programme and other policy scenarios.

2 Scope

The scope of the Working Group is to:

- Define data metrics and collection method
- Organise the data into a model that enables calculation of economic value in terms of costs and benefits
- Ensuring the model can be used for 'what if' analysis to evaluate the impact of macro and micro economic changes or policy 'optioneering'

3 Membership

The Working Group comprises of 6-8 standing members and a led by an appointed industry member. Membership includes:

- **Gordon Sutherland** - Tideway
- **Danny Calver** – Transport for London
- **John Oosthuisen** – Transport for London
- **Jerry McLaughlin** – Mineral Products Association
- **Adrian Boughtflower** - Mace
- **Ian Brooker** – WSP
- **Sean McGrae** - Tarmac
- **Dominic Day** – Day Aggregates
- **Jacqueline O'Donovan** – O'Donovan Waste

The Working Group will be governed by and take direction from CLIG.

Appendix 2 to:
Construction Logistics Improvement Group Terms of Reference
Embedding Construction Logistics Plans Working Group
Dated: 28 November 2016

1 Purpose

The purpose of the Embedding Construction Logistics Plans Working Group is to normalise the planning conditioning and practical application of Construction Logistics Plans (CLPs) within London and beyond.

2 Scope

The scope of the Working Group is to:

- Update the existing Construction Logistics Plan Guidance
- Embed in forthcoming mayoral transport policy statements
- Agree roll-out across all 33 London boroughs
- Conduct training and development gap analysis
- Develop a foundation level professional training course
- Secure 200 qualified planners and developers

3 Membership

The Working Group comprises of 6-8 standing members and a led by an appointed industry member. Membership includes:

Gordon Sutherland – Tideway
Adrian Boughtflower - Mace
James Mitchell – Skanska
Robin Close – City of London
Martin Lovegrove – Berkeley Group
Sean McGrae - Tarmac
Dominic Day – Day Aggregates
Darren Wilson – NG Bailey

The Working Group will be governed by and take direction from CLIG.

Appendix 3 to:

Construction Logistics Improvement Group Terms of Reference

Planned Measures Working Group

Dated: 12 May 2017

1. Purpose

The purpose of the Planned Measures Working Group is to help minimise the volume and impact of construction freight on London's roads through an appropriate mix of mode shift and load consolidation and also through the use of safer and cleaner vehicles, collaboration and retiming to smooth the traffic flow.

2. Scope

The scope of the Working Group is any activity that involves the reduction of construction road freight volumes. This includes:

- Oversee and peer review technical research to investigate the barriers to water and rail freight uptake
- Produce and publish a Water Freight Toolkit
- Explore and scope a Rail Freight Toolkit
- Explore and expose existing rail and water freight activity
- Review alternative methods of construction, such as modularisation
- Review vehicle types and usage, including pay loads and capacity
- Review collaboration methods that support logistics efficiency
- Develop business case and cost benefits of consolidation centre use
- Oversee and provide peer review on technical research on the local impacts of construction logistics
- Develop the cost benefit and business case for effective holding areas
- Document short, medium and long term infrastructure plan and routes
- Research to understand navigation and journey planning issues
- Engage with CLOCS to help address the vulnerable road user safety issue
- Engage with LoCITY to address the emissions and environmental issue
- Engage with Retiming programme to identify the difficulties, operational constraints and noise issues for reducing peak time deliveries
- Embrace and provide a measured contribution to the Mayor's ambition for safer lorries, including Direct Vision Standard and the Site Conditions Standard

3. Membership

The Working Group comprises of 15 standing members and a led by an appointed industry member. Membership includes:

- **Jacqueline O'Donovan** – O'Donovan Waste
- **Matt Barker** - CSB
- **Ian Brooker** - WSP
- **Westley Pickup** – S Walsh
- **Mark Bensted** – Powerday
- **Sean McGrae** - Tarmac
- **Kraig McCarthy** – Department for Transport
- **Adrian Boughtflower** - Mace

The Working Group will be governed by and take direction from CLIG.