

### Contaminated Land Working Group



### Terms of Reference and *modus operandi*

#### The Aims of the Contaminated Land Working Group

The Group works to keep Members informed of developments to do with contaminated land and the environment. It provides advice and feedback to other organisations, committees (e.g., BSI) and government bodies on documentation and policy. It brings together private and public sector organisations to take an open and forward-looking strategic overview of current and future land use issues

Its strategic plan is

- a) To provide an authoritative voice on contaminated land to outside bodies
- b) To provide a forum for the exchange of information and experience on issues related to contaminated land
- c) To influence the development of good regulation through participation in government and by providing consultation responses to documents produced by Government and other parties.
- d) To promote good practice and high professionalism and preparing position papers on current issues and events

To promote an understanding of the interaction of geotechnical and environmental in the assessment of land quality.

#### Terms of Reference

##### 1 Identification

The Contaminated Land Working Group (hereafter abbreviated to CLWG) is, until such times as a re-arrangement of the Association takes place, one of the Standing Working Groups. These permanent Working Groups have a long-term brief.

The second type of Working Group (WG) is an *ad hoc* Working Group which has a short-term brief to address a specific task or set of tasks over a limited time. It is likely that such temporary WGs will be attached to one or other of the Standing WGs, where its specific task comes within the purview of the latter. An instance of this arrangement is the Sustainability Sub Group hosted by the CLWG.

##### 2 Composition and Membership

In common with all working groups, the CLWG consists of the WG Leader appointed to the Executive by the Members of the Association, and who is supported by an appropriate number of Members of the Association, supplemented as necessary, by individuals from the wider industry, such that the WG can function efficiently and effectively

Most members of the CLWG are appointed directly by the Working group Leader from among the Specialists within the Membership, to serve for a year at a time. They may be appointed for further terms.

The WG Leader will review the membership of his or her WG directly after the AGM – usually in March or April each year. At this review, those who have not significantly contributed to the work of the WG over the past year will be retired and new members will be sought to replace them.

In addition to those members of the WG who are appointed by the WG Leader, Members of the Association who wish to serve on any of the WGs may inform the Administrator of their interest, which will, in turn, be conveyed to the WG Leader for his or her decision to accept or decline.

There is no fixed number of members of the CLWG, but it would not normally exceed, say 20 members, unless the creation of a new *ad hoc* WG, for example, requires differing talents of areas of knowledge. Other WGs may have different optimum membership numbers.

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## 3 Duties

The duties of the CLWG (and all other WGs) are:

- i) to fulfil the brief given to it by the AGS Chair, via its WG Leader, and
- ii) to communicate and engage with the Membership of the Association and the wider industry on matters relating to their Working Group.

The members the CLWG and all WGs and their various sub-committees are expected to participate actively and contribute to the work of their WG. Thus, membership of a WG is not a virtual sinecure – it will not be sufficient merely to be present at meetings – everybody should expect to have tasks assigned to them, for completion outside the meetings.

## 4 Line of Responsibility

All Standing WGs report to the Executive Committee via their WG Leader.

## Modus operandi

- 1 The Byelaws require that each WG shall arrange to meet, at least two times annually, and that the Administrator shall consult with the WG Leader and choose the location, date and time. The Administrator will communicate this with the members of the Working Group at least 30 days prior to the meeting.
- 2 In the interval between physical meetings, the WG members will continue to communicate with each other by whatever means and at such frequency that will enable them to conduct their business efficiently. The WG Leader will co-ordinate such communication, with the assistance of the Administrator.
- 3 The Byelaws specify that the Leader of the CLWG (and Leaders of all other WGs) will make the decisions of their WG, having considered the arguments and advice given to them by the members of the Group.
- 4 Working with the Administrator, the CLWG Leader will formulate and finalise the agenda for all of the CLWG's meetings.
- 5 Each member of the CLWG who has an action from the previous meeting against their name, or a member who wishes to raise a substantial issue, shall provide a brief paper on their subject to the Administrator. These papers must be submitted in accordance with the published timetable of actions referred to in item 8, such that they can be issued with the Agenda for the meeting. The former practice of providing *ad hoc* verbal reports at meetings is now actively discouraged.
- 6 In an effort to streamline the proceedings of meetings, all papers will be taken as read and, if for information only, will be annotated thus and will not be discussed further in the meeting. Self-evidently, this does not apply to papers for further discussion or matters for decision.
- 7 The WG Leader shall arrange with the Administrator to organise, distribute and make available the records of all activities of the Working Group, as appropriate.
- 8 When the finalised record of a meeting is distributed to the WG members, it will, as a matter of routine, be accompanied by a list of actions arising from the meeting for members to progress, together with a timetable for those actions leading up to the next meeting.
- 9 The outcomes of the meetings will be reported openly and fairly, and that where appropriate, elements of discussions may be held under "Chatham House Rule" to promote open and frank discussion.

## Activities for the Current Year

- 1 To alleviate the AGS Chair's burden, the CLWG Leader will draft an outline programme of work or list of activities for the current year. This draft will be discussed with the AGS Chair and agreement reached on the final listing, after which

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the information will be conveyed to the CLWG members. There will be an opportunity for the WG members to see and add other business to the programme before it is finalised.

- 2 The Byelaws state that 'The Working Groups shall undertake such activities as enable them to fulfil their duties' and that the WG Leader will co-ordinate these activities, with the assistance of the Administrator.
- 3 The currently known activities of the CLWG for 2022 are listed below.
  - Arranging and delivering 2 external webinar sessions with the focus being Sustainability in the Delivery of brownfield regeneration.
  - Deliver a minimum of 6 articles for the AGS e magazine
  - Provide a forum for the exchange of information and experience on issues related to contaminated land.
  - Complete and deliver an update of client guides e.g., desk study guide
  - Deliver and promote the actions of the CLWG sustainability subgroup on the promotion of sustainable practices and tools
  - Support in the delivery of external guidance such as the CLAIRE update of SCA blue book
  - To provide support and representation to the Instrumentation and Monitoring Working group
  - To provide support and representation to the laboratories Working group
  - To influence the development of good regulation through participation in government and by providing consultation responses to documents produced by Government and other parties for example via the National Brownfield forum

Alex Lee – 11/02/2022

**AGS CLWG Leader**