



cabe

chartered
association
of building
engineers

Expert Panel

cbuilde.com

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cabe Terms of Reference



Constitution

The **Expert Panel** (referred to below as the "**Expert Panel**") is not a formal committee of the Association and does not have a voting or decision-making role. It may, however, from time to time as necessary advise members or functions of the executive, the Board and or other committees on technical matters.

Purpose

The **Expert Panel** will have specifically prescribed functions as well as supporting the wider general objectives of the association over time. Its overall purpose is to support and provide expert knowledge and experience to ensure CABA's founding principles are maintained.

The founding principles of CABA are to:

- promote and advance the knowledge, study and practice of each and all of the arts and sciences concerned with building technology, planning, design, construction, maintenance and repair of the built environment and the creation and maintenance of a high standard of professional qualification, conduct and practice
- encourage and facilitate co-operation between the construction professions.

The expert knowledge of Members is key in supporting these objectives both in a general sense, but also in terms of an active membership supporting the evaluation of qualifications, reviewing disciplinary cases and providing representation in a variety of Government and industry fora.

Reporting

The **Expert Panel** will report directly to CABA's Chief Executive Officer ("CEO") and to the Board as and when necessary. This may be through:

- providing the **Board** or the **CEO** with recommendations or advice on technical matters as and when requested in the form of reports or technical notes
- reporting on representation at industry or government expert panels; or
- submission of technical papers.

Membership

The initial membership of the panel will be appointed by the **member of the Senior Executive Team with responsibility for CABA's Technical Policy** or **CEO** on the basis of review of expressions of interest, or on personal initiation having been identified as a person capable of providing expert advice.

Subsequent appointment to the **Panel** will be determined by the **Panel Chair** and/or **CEO** upon receipt of applications and followed by an interview with prospective applicants.

Subsequent appointments as **Chair** will be determined followed by an interview by the incumbent **Chair** and/or the **CEO** upon receipt of applications to take up the role as **Chair**.



Terms of Office

- The **Chair** will be appointed for a **4-year term**
- The **Panel** members will be appointed for a term of up to **4 years**.

Panel Governance

The Expert Panel will consist of:

- **CABE's CEO** who will act as the inaugural Chair of the Panel.
- The Chair of the Panel will:
 - convene meetings
 - run the agenda; and
 - report to the **Chief Executive** on the performance and effectiveness of the Panel.
- **CABE's Associate Director Competency and Learning** will act as secretary
- The panel will consist of between **8** and **24 CABE members** with a range of expertise representative of the work of the membership
- **Panel Members** shall declare any actual or perceived conflict of interest to the **Head of Technical Insight** within 5 days of receipt of the relevant submission; and
- **Panel Members** can claim reasonable costs and expenses incurred in attending meetings or otherwise conducting Panel business in accordance with CABE's expenses policies.

Working Groups

Working groups can be formed subject to agreement of the Expert Panel.

These will have specific functions:

- to deliver against specific task assigned by the **Board/CEO/Expert Panel** from time to time
- to provide a flexible resource to respond to queries on particular issues i.e. to join teleconferences or respond by e-mail with the **Head of Technical Insight** or to feed into policy development e.g. (research on fire safety) as and when necessary
- to support approval or accreditation/sourcing/development and delivery of CPD/webcasts and journal articles; and
- to engage with other professional or technical expert bodies and CABE educational partners in the development, delivery and review of research projects to support CABE in building its knowledge base.



Powers to Remove

The **Chair** may, at their discretion, remove a member from the Expert Panel where it is considered necessary and appropriate to do so. Grounds for removal may include, but are not limited to, the following:

- Conduct or circumstances that, in the opinion of the Chair, compromise the integrity, effectiveness, or proper functioning of the Expert Panel.
- A breach of confidentiality or unauthorised disclosure of information obtained through Panel activities.
- Failure to comply with the Panel's conflict of interest requirements, including failure to declare, manage, or avoid conflicts as required.
- Persistent non-attendance or failure to engage meaningfully with scheduled Panel meetings, appointments, or required Panel activities.
- Where a member has been made subject to disciplinary censure by CABE or another Professional Body.

Secretary

The Secretary of the Committee will be CABE's **Associate Director Competency and Learning** who will be responsible for ensuring the following:

- Convening meetings between Panel members as and when required
- That the Expert Panel is conducted in accordance with the provisions of these Terms of Reference
- Meeting minutes to be taken

In the absence of CABE's **Associate Director Competency and Learning** a suitably qualified substitute nominated by the CEO and/or Chair will fulfill the role of the Secretary.



Key Responsibilities

The **Expert Panel's** role will include, but not be limited to, the following:

- to work with the executive to develop a clear and agreed policy position for the Association on key issues including building safety, climate change and sustainability, inclusive design, building health and industry reform initiatives
- to support CABE responses to national policy consultations
- to provide an expert 'sounding board' across the full range of CABE disciplines and expertise which can support CABE inputs in to national and local policy development
- to provide expert representation at a national level on industry and government working groups and committees as and when necessary
- to collaborate with the **Membership and Professional Standards Committee** as and when requested in determining technical criteria for assessment of membership
- to support the development of research projects which help to build robust evidence in support of the Associations objectives
- to provide expert assessment of evidence in support of the Associations complaints and disciplinary process'
- to act as a pipeline for expert representation on the **CABE Professional Conduct Committee**
- to coordinate and promote CABE member representation on national standards panels
- to provide independent impartial technical advice in support of furtherance of knowledge of the members of the Association
- to treat in confidence information provided as part of their work on the **Expert Panel**
- to utilise their wider connections within Industry to strengthen the knowledge of the Association
- to agree protocols for appointment to the **Expert Panel** and support review and interview process; and
- any other functions decided by the **Board**.

By Invitation

Any other CABE member with suitable professional expertise may be requested to attend meeting(s) of the Panel in order to advise on a matter which may require specific or particular expertise.

Frequency of Meetings

- **Expert Panel Members** will be asked to commit to a minimum of the following:
 - 2 days' formal meeting per year plus 1 days' paper reading
 - up to 5 days per year involvement in working groups, committees, representation in media and in developing members responses to consultations; and
 - time required to develop a journal article plus a webinar once every three years on an area of specific interest.



Minutes

Meeting minutes will be recorded by CABE's **Associate Director Competency and Learning** (or such other individual deemed appropriate) of every meeting held by the **Expert Panel**. Where necessary, such meeting minutes will be made available to **CABE's Board** and/or **CEO**.

Other Matters

Members of the **Expert Panel** will commit to abiding by CABE's **Code of Professional Conduct** at all times. In the event that a member of the **Expert Panel** is subject to a Disciplinary Investigation then they will be required to step down from their role on the **Expert Panel** with immediate effect until all outstanding disciplinary investigations have concluded.

Once concluded, the **CEO** and/or **Chair** of the **Expert Panel** will determine whether it is appropriate for the member to rejoin the **Expert Panel**.

Review

These Terms of Reference shall be reviewed on an annual basis to ensure its efficacy and, where necessary, updated to reflect necessary changes.



We're here to help

If you have any queries about the **Expert Panel – Terms of Reference**, please contact us, you can also find out further information at cbuilde.com.

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