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RSS – Building Engineer: Residential Surveyor Section

Specialist Section Terms of Reference

This document sets out the rules, regulations and Procedures for the
Building Engineer: Residential Surveyor Specialist Technical Section.

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Purpose

This document sets out the terms of reference, operating conditions and management structure for the **Building Engineer: Residential Surveyor Specialist Technical Section**.



Criteria

This Specialist Technical Section is established in accordance with Regulation 82 of the CABE Regulations which states:

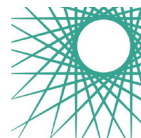
82. Sections of the CABE may be formed from time to time by members of the CABE interested in any particular area of the arts and sciences concerned with the planning, design, construction, maintenance and repair of the built environment, but no section shall be formed except with the sanction of a resolution of the Board and each Section at all times shall comply with all requirements or regulations prescribed by the Board, and at any time be dissolved by the Board.

Key Responsibilities

- The Head of Competence and Learning is responsible for arranging meetings with the RSS Steering Group and the day-to-day management of communication of the section.
- The CEO is responsible for ensuring that administrative resources including those to collect any additional fees are allocated and functional in managing applications for membership of the RSS.
- The CEO is responsible for ensuring that a Steering Group for the RSS is established.
- The Steering Group is responsible for agreeing and coordinating a programme of activity with the CABE Chief Executive and the Board for this Section.

Approval and Appeals Authority

- Any proposed changes to this Terms of Reference will require formal approval by the MPSC.
- Appeals against any decision relating to membership of this Specialist Technical Section will be referred to the MPSC.
- In the event a final resolution is required when the appellant appeals the MPSC's decision, the issue will be referred to the Membership Services Director and/or Chief Executive Officer.
- Appeals against the recommendations made by the Steering Group will be referred to the Membership Services Director and/or Chief Executive Officer.



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1.0 Purpose and objectives of the Residential Surveyor Section (RSS)



1.1 General Purpose

The Building Engineer: Residential Surveyor Section (RSS) has been established to advise competence standards for building engineers who also provide surveying services, to establish criteria for membership of the RSS and to establish a community for Building Engineer Surveyors to collaborate and share learning and experience.

CABE will develop a register of members of the Residential Surveyor Section which will be available to the public – only those CABE members who have been validated for membership of the RSS will be promoted in this way.

1.2 Specific Objectives

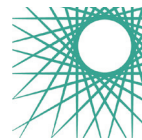
- To validate CABE members' surveying competence.
- To recognise those members who have invested in improving and demonstrating surveying competence.
- To improve surveying competence in the Construction Industry as a whole
- To improve networking, communication and information sharing amongst surveying professionals within CABE.
- To provide business and the public access to a strong, professional community of Surveying professionals
- To generate an authoritative specialist community capable of supporting CABE in improving building safety and protecting the public interest.

1.3 Specific Activities

Members of the specialist section may from time to time be requested to undertake the following activities:

- Provide suitably expert assessors to review applications for membership of the RES
- Use a dedicated CABE channel to share information relating to Surveying
- Work with the CABE Chief Executive to develop a programme to support improved competence amongst Surveying professionals.
- Support CABE in reviewing, quality assuring and developing CPD for its wider membership on Surveying matters.
- Provide support to the CABE Expert Panel and Professional Conduct Committee as and when necessary.
- Review Government Consultations and assist CABE in producing responses and policy positions on matters relating to Surveying.
- Write and publish articles for the Building Engineer journal
- Convene and communicate research, working with academic partners
- Provide additional guidance on conduct and expectations for surveying professionals and for CABE members
- Drive technical approaches and debate
- Network with other professions, breaking down barriers and encouraging collaboration, working to improve fire safety competence, knowledge and understanding
- Develop position papers for example on research and evidence needs, or specific technical issues
- Provide representation on external steering/ project groups, involvement/a voice in the development of technical standards.

1.4 Principals of RSS Membership



All members of the RSS shall:

- Commit to working collaboratively in the public interest to improve surveying in the built environment
- Set aside commercial interests in supporting the CABE and RSS objectives
- Debate technical and commercial issues in a professional manner

2.0 Geographical Effect

Membership of the RSS is open to CABE members in all regions and all chapters.

3.0 Governance

3.1 Steering Group

The Steering Group consisting of 5 group members will be established:

- i. Initially by invitation from the CEO
- ii. The initial Steering Group must include at least 3 CABE Members, and all future appointees must be members of the Association.
- iii. Subsequently to fill any vacancies arising following nomination by a group member, and subject to interview by the CEO.

3.1.1 Terms for members of the Steering Group

Membership of the Steering Group will be:

- i. 4 years for all group members
- ii. Renewal for a second term subject to invitation following performance review by the CEO and Head of Competency and Learning
- iii. Limited to a period of no longer than 8 years in total without a minimum 2-year interval before re-nomination. Subject to a single year extension by agreement of the CEO in exceptional circumstances.

3.1.2 Remit of the Steering Group

The Steering Group is primarily intended to act as a consultative panel to help CABE in the management and development of the Specialist Section. The Steering Group are specifically tasked with:

- i. Helping the CABE Chief Executive develop proposals for activities in support of the RSS objectives.
- ii. Providing advice on matters relating to the development of Surveying competence, practice and CPD for both the RSS and CABE in general.
- iii. Representing views of the section's membership to the CABE Chief Executive and where necessary the Board.

3.1.3 Steering Group Formal Meetings



- i. The membership will meet at least twice each year, and additionally as and when agreed necessary in consultation with the Head of Competence and Learning.
- ii. At least two members are required for the group meetings to be quorate, plus the Head of Competence and Learning. The Head of Competence and Learning is required for minute taking and CABE representation.
- iii. Chaired by a chair nominated annually by the Steering Group
- iv. Will be formally minuted and made available to all members of the section.
- v. Non-voting persons may be invited to meetings to provide specific advice and guidance or for purpose of training, giving general knowledge or education.

3.1.4 Recommendations of the Steering Group

- i. Will be by majority vote, at in person meetings or via electronic means, with any casting vote belonging to the Chair.
- ii. May be appealed to the CEO, in writing, within 14 days of any recommendations by any member or group of members of the leadership group but only on grounds that:
 - a. The proper procedure has not been followed.
 - b. There has been unacceptable conduct in some form which has unduly affected a recommendation. The final determination on whether conduct is "unacceptable" will rest with the CEO.

3.1.5 Resignation or dismissal form the Steering Group

Resignation

- i. Any member of the Steering Group may resign at any time by stating their intention to do so in writing to the Head of Competence and Learning and CEO.
- ii. Any member of the Steering Group whose registration with CABE is held at the Retired membership grade will be obliged to vacate their position on the Steering Group with immediate effect.
- iii. Resignation will be deemed effective from the date of receipt of that notification of intention to resign, unless otherwise agreed.

Dismissal

Any member of the Steering Group may be asked to step down where:

- i. They have been subject to disciplinary sanction by CABE, or any other professional body and it is deemed by the Chief Executive that it is no longer in the public interest for the individual to continue in that role.
- ii. Where they have been inactive / failed to contribute for an extended period of six months or more without providing suitable reasons (submitted to the CEO and Head of Competence and Learning, which will not be unreasonably rejected).
- iii. If the individual's membership of CABE or the section lapses.
- iv. Where, following review by the CEO, their conduct in any way is not considered conducive to the efficient operation of the section.

3.2 Reporting lines

The RSS Steering Group will report, where necessary to the board through the Head of Competence and Learning on all matters relating to the work and function of the section.

3.3 Grounds for removal from membership of Specialist Technical Section



The CABE Chief Executive can recommend that a member may be removed from membership of the Building Engineer: Residential Surveyor Section on the following grounds and subject to ratification of the decision to remove the member by the MPSC:

- i. Failure to pay fees due
- ii. Notification to CABE in writing to resign from membership of the section
- iii. Sanction on disciplinary grounds for matters relevant to section activities
- iv. Failure to provide evidence that competence is maintained in relation to surveying
- v. Cessation of CABE membership for any reason
- vi. Any matter relating to protection of the public interest.

4.0 Requirements for Membership Validation and Revalidation

4.1 Membership of the Building Engineer: Residential Surveyor Section

- i. All members of the RSS will be CABE members.
- ii. Membership of the RSS is subject to validation of competence in a discipline or role relating to surveying.
- iii. Candidates for CABE membership may be assessed for membership of the Building Engineer Surveyor at the same time and as part of their Professional Review for CABE membership.

5.0 Assessment Process for Membership Validation and Revalidation

5.1 Validation

All members of the RSS will have their competence relating to Surveying validated as a condition of membership; There are a number of routes that can be supported:

- i. Completion of approved / accredited training with end point assessment. Where an existing CABE member completes an approved surveying qualification incorporating an end point assessment they will be automatically eligible for membership of the surveying section.
- ii. Through undertaking an assessment and interview which would be in one of two forms:
- iii. For **existing CABE members** at the appropriate grade of membership, through submission of a technical report and peer review interview by members of the RSS against the A and B competences of the Building Engineer: Surveyor competence framework.
- iv. For **non-CABE members** or CABE members wishing to upgrade and become a member of the section, by following the normal process for CABE membership (i.e. assessment against all of the A-E requirements of the CABE membership competence framework) incorporating the requirements of the Building Engineer: Surveying competence framework.

See **Annex B** for Entry Pathways.

There are no initial plans to require periodic re-validation at this time, but this will be kept under review in line with wider CABE policies.

6.0 Descriptors for members of the RSS



Members of the section will benefit from the following:

Use of additional descriptor Building Engineer: Residential Surveyor to indicate their validation as a Surveying professional at the appropriate level:

- i. Technician Residential Surveyor
- ii. Associate Residential Surveyor
- iii. Residential Surveyor

These descriptors are not additional postnominals.

7.0 Additional Requirements for Conduct

7.1 Additional Guidance

Having consulted with the membership and Steering Group of the RSS, additional guidance on conduct for members of the section may be developed and made mandatory at any time subject to those requirements being formally adopted within these Terms of Reference and approved by the MPSC and ultimately the Board.

7.2 Limits of Competence

All members of the Building Engineer: Residential Surveyor Section are required to review the CABE Code of Professional Conduct and Guide to Ethical Professionalism and declare that they are working within the limits of their competence as a condition of membership.

8.0 Procedure for complaints and Appeals Against a Member of/or the Specialist Technical Section

8.1 Complaints

Complaints about the conduct or competence of any member of the section should be referred to CABE and processed in line with **CABE's Disciplinary Procedure**.

Complaints about the running of the Technical Section and/or its operation and the decisions of the Steering Group should be referred to CABE and processed in line with the Complaints Against CABE Procedure.

8.2 Appeals

Any appeal against a decision for membership will be referred to the MPSC in line with CABE's general policies.

In the event a final resolution is required when the appellant appeals the MPSC's decision, the issue will be referred to the Membership Services Director and Chief Executive Officer.

9.0 Review

These Terms of Reference will be reviewed by the MPSC:

- i. At least every two years.
- ii. As and when necessary to modify or adapt the TOR over time.

We're here to help

If you have any queries about the **Residential Surveyor Section – Terms of Reference**, please contact us. You can also find out further information at [cbuilde.com](https://www.cbuilde.com)

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