

# CIOB CHARTERED BUILDING COMPANY/ CONSULTANCY SCHEME RULES

Originally published 1st October 2015

First revision 1st April 2020

## DEFINITIONS

For the purposes of this document “Company should be read as Chartered Building Company or Chartered Building Consultancy.

Words importing the masculine shall include the feminine and words in the singular shall include the plural and words in the plural shall include the singular.

Under Bye-Law 13 of the Institute’s Bye-Laws, Chartered Building Companies and Consultancies are both ‘company’ members of the Institute.

The annual anniversary date is the 1st of the month nearest to the original approval date. As an example, if approval is received on the 12th March, the anniversary date will be the 1st March. If approval is received on the 26th March, the anniversary date will be the 1st April.

## PROFESSIONALISM AND INTEGRITY IN CONSTRUCTION

### CIOB CBC SCHEME OBJECTIVES

Our CBC scheme is the natural home for the construction professional company.

It represents what the Chartered Institute of Building stands for in the workplace and in the business community. It is the mark of excellence and the corporate membership of choice. Company scheme members will endorse the CIOB principles through best practice in management, professionalism and competent behavior.

Becoming a Chartered Building Company will demonstrate to your customers and suppliers that your business is committed to the principles and values of best practice, ethical standards and professionalism. The challenge is to ensure that the industry’s clients, especially those who require construction work within the built environment, are able to easily identify suppliers who provide a quality service, run by professionally qualified staff, who are corporate members of the CIOB.

Chartered Building Companies, adhering to the stringent standards set, will be eligible to use the title “Chartered Building Company” or “Chartered Building Consultancy” and can use the strapline ‘Professionalism and Integrity in Construction’, proudly displaying the Chartered Building Company or Consultancy logo.

The Scheme Rules refer to other CIOB Rules and Regulations from time to time and include but are not limited to:

- Rules and Regulations of Professional Competence and Conduct
- Membership Regulations
- Disciplinary Regulations

These require that company members conduct their duties with honesty, efficiency and integrity, providing their clients with a quality service and value for money. Your business/organisation must agree to operate based on the Scheme Rules.

These Scheme Rules have been written by the industry to give greater relevance and recognition so that Chartered Building Company membership is not just desirable, but essential, for the truly professional business.

## SCHEME RULES

### 1. APPLICATION OF THE RULES

- 1.1 These Rules shall apply to all members of the CBC Scheme, hereinafter described as the 'Company' and governed by Bye-Law 13 of the Institute's Bye-Laws.
- 1.2 Reference to 'Company' within these Rules applies to either a Chartered Building Company or Chartered Building Consultancy.
- 1.3 The CIOB Employer Engagement Committee shall be responsible for the Scheme.
- 1.4 Any amendments to the Scheme Rules must be considered by the Employer Engagement Committee and approved by the Board of Trustees as appropriate.

### 2. CRITERIA TO JOIN THE SCHEME

- 2.1 To join the Scheme, the Company must be able to satisfy the following criteria:
  - 2.1.1 The Company shall have a Board of Directors or equivalent, with a minimum of 25% Chartered with the CIOB (Member or Fellow) and a further 25% Chartered (Member or Fellow) via another institute as determined on the application form. If a sole proprietor, the owner must be a Chartered Member of the Institute.
  - 2.1.2 Have its principle activity within the construction sector.
  - 2.1.3 The Company must have been trading for a minimum of 2 years.

### 3. APPLICATION TO THE SCHEME

- 3.1 The Company shall submit to the CIOB a completed application form detailing, or including, the following information:
- 3.1.1 An organisation chart accompanied by a full list of Directors and Senior Managers and their professional qualifications.
  - 3.1.2 Certificate of Company Registration or appropriate documentation.
  - 3.1.3 A statement of financial health e.g. annual accounts/review, letter from Accountant.
  - 3.1.4 A commitment to becoming a Training Partnership or have a learning and development programme for their workforce.
  - 3.1.5 Copies of the following policies and statements:
    - i. Health & Safety policy or statement incl. RIDDOR Report
    - ii. Environmental policy or statement
    - iii. Equal Opportunities policy or statement
    - iv. Quality Assurance policy or statement incl. complaints procedure
    - v. Corporate Social Responsibility (CSR) policy or statement
    - vi. Relevant Insurance Certificates eg Professional Indemnity, Employers Liability, Public Liability, All Risks
    - vii. Accreditations, memberships & certifications (to note these are optional)
    - viii. Awards (to note these are optional)
    - ix. Procurement Policy/guidelines incl. payment terms with sub-contractors
    - x. Modern Slavery policy or statement (for those companies with a turnover £36mill +)
    - xi. Anti-bribery policy or statement
    - xii. GDPR Policy
    - xiii. References from two clients in the last 12 months, and from one senior person in your supply chain evidencing collaborative working
  - 3.1.6 The agreement of the Company's authorised person (Responsible Officer) to comply with the Scheme Rules and other CIOB Rules and Regulations from time to time.
- 3.2 If the application is from a division of a Company which is not a legal entity in its own right, then the following is required in addition to clause 3.1:
- 3.2.1 Written consent of the parent company's authorised person to apply for the Scheme.
  - 3.2.2 Written commitment from the parent company's authorised person to the ethos of the Scheme.
- 3.3 On receipt of a complete application by the CIOB's Employer Engagement team, they will conduct a due diligence process on the application and respond within 14 days.

- 3.4 The application will be considered in accordance with clause 3.1 and 3.2 above, and a response made to the Company in writing within 21 days of receipt of the application.
- 3.4.1 The Institute reserves the right to carry out an assessment visit prior to determining the application.
- 3.4.2 The Institute reserves the right to ask further questions regarding the application if necessary.
- 3.5 If an application to join the Scheme is approved, the Company is notified in writing, and subscription fees become payable.
- 3.6 If an application to join the Scheme is rejected, reasons will be given. The Company applying has the right to appeal this decision in writing to the Associate Director – Acquisition for determination by the Institute's Grievance and Appeals Board.

#### 4. SUBSCRIPTIONS/FEES/ANNUAL RENEWAL/AUDIT

- 4.1 Subscriptions are determined by the Institute's Subscriptions Working Group and are ratified by the Board of Trustees annually.

##### New submissions/applications

- 4.2 On application, the Company annual subscription becomes payable on the date of approval and includes an enrolment fee.

##### Annual Renewal

- 4.3 The subscription falls due on the annual anniversary of the Company's membership of the Scheme.
- 4.4 If the Company has not paid its subscription within 60 days of the anniversary date or 90 days of the invoice date, the Company membership will be terminated.
- 4.5 The Company shall provide an Annual Renewal return. This return shall comprise, but will not be limited to:
- 4.5.1 Any changes including Company structure, Board members and contact details
- 4.5.2 Confirmation of continuing compliance with the Scheme rules
- 4.5.3 Confirmation of the Company's financial health (see 3.1.3)
- 4.5.4 Ongoing commitment to a Training Partnership, or have a learning and development programme for their workforce.
- 4.5.5 Verify that the following policies or statements are still in place as listed in clause 3.1.5.
- 4.6 Due diligence will then be conducted by the Employer Engagement Team and changes reviewed in accordance with the Scheme requirements. This is to include Company structure & Board eligibility (see 2.1.1 above)
- 4.7 Following the submission of the Annual Renewal and after ongoing compliance with the Scheme has been determined, the subscription will be invoiced.
- 4.8 Failure to submit an Annual Renewal return will mean no invoice can be raised and this will result in the Company lapsing on their anniversary.

## Audit

- 4.9 The Institute reserves the right to undertake an audit of its Company members.
- 4.10 If a Company is subject to such audit, the Institute will provide at least two months' notice.
- 4.11 A full description of the audit process will be forwarded to the Company on selection.
- 4.12 Failure to comply with the audit may result in termination or action taken under the Disciplinary Regulations.

## 5. TITLE/LOGO/CERTIFICATES

- 5.1 Subscribing members to the Scheme may call themselves a 'Chartered Building Company' or 'Chartered Building Consultancy' in addition to their Company name, in accordance with Bye-Law 19.
- 5.2 Subscribing members to the Scheme may use the relevant CBC Logo in addition to their company logo, in accordance with the Institute brand guidelines. The CBC Logos are registered trademarks of The Chartered Institute of Building.
- 5.3 A Company may use the relevant CBC Logo on their letterhead and website as appropriate.
- 5.4 On successful application to membership, a certificate and plaque shall be sent to the Company. This remains the property of the Institute at all times.
- 5.5 Should a Company resign, lapse or be removed from the Scheme, all references to the title and logo must be removed from all company property and stationery, with immediate effect. Failure to do so may result in further action being taken.
- 5.6 Should a Company resign or be removed from the Scheme, the certificate of membership and plaque must be returned to the Institute within 28 days.

## 6. CBC ONLINE DIRECTORY

- 6.1 Subscribing members can be entered onto a CBC Online Directory (a register of companies) held on the CBC website. This website shall be managed by the Institute and shall be searchable by the public.
- 6.2 Members shall be removed from the Online Directory for any of the reasons as outlined in section 8.

## 7. ALTERATIONS TO COMPANY DETAILS

- 7.1 Any members of the Scheme must notify the Institute of any changes to their membership within 28 days of that change. This change could include but is not limited to:
  - 7.1.1 Address
  - 7.1.2 Composition of the Board/named CBC contact (Responsible Officer)
  - 7.1.3 Financial stability – administration/liquidation/ bankruptcy

- 7.2 Where the alteration involves changes to the composition of the Board, and as a result, the Company fails to comply with the Scheme under clause 2.1.1, then the Company shall be given up to 6 months to remedy this matter. If the composition is not remedied within this time period, the Company may be removed from the Scheme.
- 7.3 Should the above Company then conform within the subscribing year; the Company will be readmitted without the need for an enrolment fee.
- 7.4 If a Company undergoes any other substantial changes, including a company name change, and to ensure that certain qualifying criteria are still met, it will be required to re-submit a new application form.

## 8. REMOVAL / NON-CONFORMANCE

- 8.1 If a Company fails to conform to the Scheme Rules, then the Institute reserves the right to remove the Company from the Scheme. The Institute is not obliged to reimburse any subscription fees already paid. Nonconformity to the Scheme Rules include:
- i. Lapsing on anniversary date: due to failure to submit an Annual Renewal Return by due date
  - ii. Termination: due to non-payment of invoice by due date (see section 4.4)
  - iii. Cancellation: failure to comply with an audit by due date; failure to meet standards set out in section 3 in regard to financial health, board composition and policies/statements in place; company administration/liquidation
- 8.2 If a Company is removed from membership as a result of a sanction imposed under the Disciplinary Regulations, the Institute is not obliged to reimburse any subscription fees already paid unless determined under the sanction.
- 8.3 A Company may resign from membership giving 28 days written notice to the Institute. The Institute is not obliged to reimburse any subscription already paid.

## 9. COMPLAINTS/DISCIPLINARY

- 9.1 The Company shall be bound to resolve any complaint with its clients or supply chain quickly and amicably.
- 9.2 In accordance with Bye-Law 33, any Company registered with the Scheme shall be subject to the provisions of the Institute's Disciplinary Regulations.
- 9.3 The definition of 'misconduct' for a Scheme member is that laid down in Bye-Law 33(b).
- 9.4 The Institute shall be required to investigate information received about a Company, if it suggests that misconduct may have occurred.
- 9.5 A former Company to the Scheme shall still be liable for investigation under the Disciplinary Regulations, if the matters related to the complaint took place whilst they were subscribing members of the Scheme.

# THE CHARTERED INSTITUTE OF BUILDING

The Chartered Institute of Building is at the heart of a management career in construction.

We are the world's largest and most influential Professional body for construction management and leadership. We have a Royal Charter to promote the science and practice of building and construction for the benefit of society, and we've been doing that since 1834. Our members work worldwide in the development, conservation and improvement of the built environment.

## Our Mission:

We drive up professional standards, push forward innovation, influence political decisions and strengthen talent across the global CIOB community.

## Our Vision:

Improve the quality of life for the users and creators of our built environment.

## Our Values:

**Professionalism** - We champion standards and professional ethics in the science and practice of building and construction.

**Integrity** - We strive for equity and fairness in our decision making and treatment of others.

**Excellence** - We pursue the highest standards of quality in everything we do.

**Respect** - We consider the impact our actions will have on individuals and the public good.



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CIOB107/0119