

Purpose and Constitution

Purpose:

The Association will comprise of Safety Managers from UK Parcel Carriers involved and other Professionals with links to parcel collection, sorting and delivery or a general distribution, warehousing or logistics function.

Its prime purpose is to develop 'safety excellence' within the industry ultimately **Helping Parcel Carriers Deliver Safely** championing member open dialogue, information and best practice sharing that focusses on statutory and regulatory compliance but also targeting agreed common areas of concern to Parcel Carriers.

The Association will represent the interests of its constituents providing a consultative focus and co-ordinating a common response to any draft legislation, regulations or the like where these will potentially impact on the industry, and ensure PCSA opinion and focus is represented at key Logistic Forums.

Membership:

Membership is open to any company or individual who operates or has an interest in the Parcel Carrying Industry.

Full membership is available, currently £200.

Continued membership is subject to the payment of an annual fee, accounting period being September to August.

A failure to retain a current Membership may prohibit access to meetings and associated information share.

Financial Arrangements:

Bank accounts shall be maintained in the name of the association.

The Treasurer will be the authorised person to sign cheques authorised by the executive committee.

A financial position will be reported at each quarterly forum, a PCSA member will carry out an independent review of financial transactions annually.

If the Association is discontinued the balance in the accounts and assets after all expenses have been paid, shall be given to a charity or charities nominated by the last presiding Executive Committee.

Executive Committee:

The Association will be led by the following Officers who are elected by fully paid up members enabling an Executive Committee arrangement.

Officers will ideally serve a minimum period of three years but can also be re-elected if they wish to continue their role after each 3 years.

The Executive committee will consists of at least three of the current Officers* and will meet on an ad-hoc basis at the discretion of those Officers.

Chair*	Vice Chair*
Secretary*	Treasurer*

The purpose of the Executive is: -

- To ensure the smooth running of PCSA or any issue that impacts on their members;
- Control Association finances.
- Control Association Website and other social media.
- Collect, analyse and control statistical information.
- Preparation and planning ensuring effective PCSA meetings and demonstrable value add.
- Liaising with Enforcing Authorities and other organisations putting forward members collated views to those designing new legislation/Regulations.
- Dissemination of information through the PCSA meetings and membership.
- To resolve any Association related disputes.

Full Members Meetings:

Meetings will be scheduled in advance, and occur at approximately three monthly intervals, held at various member locations around the country via a pre-advised date.

Key Factors for Value Add Meetings

Advise and Input

- The Executive will seek members input to the meeting agenda points prior to Executive committee meeting for review and where agreed inclusion in the Full Member meeting agenda.
- A meeting invitation including venue, planned agenda will be issued by the Secretary, ideally no later than 21 days prior to the date of the next meeting.
- Regular progress updates prompting agreed actions will be issued by the Secretary to the action owners.

Attendance Protocol's

- When attending a meeting and in order to engender full disclosure and conversation, meetings will work on the principles of “Chatham House Rules” - a rule or principle according to which information disclosed during a meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified.
- It is the responsibility of all members to attend the meetings themselves or send a substitute.
- Pre-notification of non-attendance is required to the Secretary to enable host planning.
- Nil response will be considered as not attending.
- Always advise of progress to the Secretary of any action allocated if not attending, to enable update and *live progression*.

Meeting Format

- Attendance at meetings will be restricted to fully paid up members.
- Standard Agenda format:-
 - √ Apologies and introductions
 - √ Previous minutes and live actions acceptance
 - √ Treasurer update
 - √ PCSA web update
 - √ PCSA Working Group(s) progression
 - √ PCSA attendance / updates of relevant external forums
 - √ Health and Safety Executive update
 - √ Guest compliance update
 - √ Guest new product update
 - √ Member AOB

Statistics and Data

An annual request of Member accident/incident data to a nominated controller will enable a final PCSA average, an Industry benchmark performance year on year, (per 1000 employee), whilst driving future targeted PCSA actions to accident cause.

All data is handled and recorded sensitively, and not in any-way referencing its source or any member specific's.

Final distribution of PCSA annual average performance will be offered to those having participated in the original information share only.

Role	Name	Date Elected	Re-election Due
Chair	Stuart Crockford	07 June 2016	June 2019
Vice Chair	Stuart Harrison	23 January 2018	January 2021
Secretary	Andy Johnson	06 December 2016	January 2020
Treasurer	Mark Davies	08 October 2019	October 2022