

Where: Kier's offices, St Mellons Business Park, Cardiff

Attendees: Chair- Wyn Prichard (NPTC Group, Amanda Wright (BAM), Julie Timothy (Bouygues), Victoria Walsh (CITB), Emma Bull (ISG), Jess Morgan (Kier), Lisa Garfield (Willmott Dixon)

Completed actions:

- Wales School dashboard has been developed
- The Wales School ran an Offsite Breakfast briefing which took place on the 19th March and had 75 attendees
- Rosie to investigate if any of the Wales Partners colleagues are involved in the Waste category group

Action:

- Rosie to circulate the minutes from the Waste leadership group meeting to the group.
- Rosie to send the a list of groups that are within the School.

Outstanding actions:

The group was informed of the current outstanding actions:

- Partners to confirm which workshops they would like the School to deliver, either for their internal staff members or their supply chain– **ongoing**
- Partners to provide a priority supplier list or provide an updated priority supplier list if the School already has a list – **ongoing**
- School to publish Well-Being of future Generations Act E-learning module on website – **Currently being updated**

Wales School Update:

Target: End March 2019	March 2019	Target for March 2019
500 active School 'company' members	993	500
6 New Partners	3	6
Supplier days	4	4
Learners @training	667	400
10 Training workshops	11	10
200 self assessments	153	200
Reassessments	56	100

The table above shows the Wales school's progress against the targets for March 2019. Wales has over achieved the active School 'company' members target by 98.6% percent. Wales has also over achieved the target for learners at training, however, the challenging targets for self assessments and reassessments was not achieved.

It was discussed that a marketing campaign could be created in order to increase assessments and reassessments. It was also suggested that a 'How the School can help your business' event could be held in conjunction with all Partners in the group, where individuals could complete assessments and reassessments and gain an understanding of why their clients are asking them to do this.

Action:

- Partners to contact Rosie if they would like to be involved in a marketing campaign around self assessments and re assessments

Operational School Update:

The group was informed of the new partners that have joined the school:



The School now has 87 Partners, 17 of which joined in 2018/2019.

Plant category Group:

The group was informed of the Plant Supplier day that took place on the 22nd March. The day had 95 attendees and had speakers from Skanska, Flannery Plant Hire, HS2 and WP Group. The group was also informed of the next steps of the Plant group which include:

- Raising awareness – roll out and embed the minimum standards
- Engage wider stakeholders
- Collaborate on operator behaviours to reinforce the technological solutions approach

Labour category Group:

The Labour group is focusing on two main issues one being the People Matter Charter. This charter focuses on the standards organisations should have in place to manage and develop their people. The group is also focusing on the current issues in relation to supply and the future skills landscape – what will this look like?

It was discussed that there is different legislation in Wales in regards to topics such as Modern Slavery. For example Wales as the Code of Practice for Ethical Employment legislation.

Actions:

- Partners to contact Paul if they would like to be involved in the group
- The meeting minutes, outcomes and commitment from the previous Plant group to be sent round to the Partners
- Paul and Rosie to investigate whether minimum charters currently exist and if so what are they?

- Rosie to get a list of representatives that sit on the Labour Group from Wales Partner organisations
- Paul to provide a breakdown of the labour agencies that sit on the Labour group
- Labour group to consider including a Welsh element in the People Matter Charter

Workshop Update:

The table below shows a schedule of workshops that the Wales school plans to run this year. The workshop topics had been suggested by the group at the previous leadership group meeting.

Date	Name of Event	Partner	Location	Public / Internal
4 th June	Carbon workshop	Willmott Dixon	Cardiff	Internal
26 th June – TBC	Social Value	NPTC Group	Cardiff	Public
June - TBC	FIR Ambassador	TBC	Cardiff	TBC
September – TBC	Introduction to FIR	Available for Partner to host	N Wales	TBC
September – TBC	DfMA - Offsite	Available for Partner to host	TBC	TBC
October – TBC	Combating Modern Slavery	Available for Partner to host	North Wales	Public
October – TBC	Combating Modern Slavery	Available for Partner to host	South Wales	Public
October – TBC	Introduction to FIR	TBC	South Wales	TBC
November – TBC	Wellbeing	Available for Partner to host	South Wales	TBC
December TBC	Waste & Resource Efficiency	BAM	TBC	TBC

Actions:

- Rosie to circulate the workshop schedule above and the School workshop catalogue to the group
- Partners to contact Rosie if they are interested in hosting any of the above events or a workshop from the School's workshop catalogue
- Rosie to contact NPTC Group in regards to hosting a DfMA workshop in September
- Rosie to contact Bouygues in regards to hosting a FIR Ambassador session
- Rosie to add the number of attendees to the table above for the next leadership group meetings.
- Amanda Wright from BAM to speak to colleagues with regards to potentially hosting a workshop in North Wales
- Rosie to send Amanda Wright the contact details for the All Nations Centre in Cardiff

It was mentioned during the meeting that Partners have the opportunity to present at workshop that they are hosting if they would like to.

Website Platform Update:

Rosie Watts, Events & Marketing Officer for the Wales School presented the new website platform to the group. The group was informed of the new Partner features that are available on the new school platform:

Internal Use	Priority Suppliers	LMS
<ul style="list-style-type: none">• Single sign-on• Assign roles to colleagues (e.g. Partner Dashboard access)• Request Dashboard rights from colleagues• View colleagues and understand their engagement with the School (e.g. Leadership Group participation, Procurement SIG)	<ul style="list-style-type: none">• Upload / manage your own priority supplier lists• Upload / manage your own business units and sub-business units• Download, edit and re-upload priority suppliers list• Set specific learning journeys / expectations for priority suppliers and monitor achievements• Reward priority suppliers with badges / certificates• View learning progress of priority suppliers	<ul style="list-style-type: none">• Host your own e-learning modules in your corporate dashboard• Allocate resources to colleagues for completion and track progress• Send reminders for colleagues / priority suppliers to complete resources

Actions:

- Partners to be informed when the new website is live
- Partners to be invited to training sessions for the new school website platform
- New School website platform to be an agenda item for the next leadership group meeting
- Rosie to share the new school platform presentation slides with the group

New E-learning module:



The group was shown the new e-learning module for the Well-being of Future Generations Act.

During the meeting the group watched the e-learning module and reviewed each section of the module. The following suggestions for improvement was made:

- At the start of the module, there is text stating that the module is 'beginner' level, the group agreed that this text should be amended to 'overview'. As beginner suggests that there is going to be more than one module on the 'Wellbeing of Future Generations Act'.
- The module needs more emphasis on Construction e.g. Cardiff City Council examples need to explain how this relates to construction or a different example to be found.
- The group agreed that the module requires re-ordering, it was expressed that the case studies need to be introduced earlier in the module. The re-order that was suggested was:
 - What is the Act
 - Who does the Act apply to
 - Why the Act is important
- It was also discussed that the module was very city focused and that rural areas need to be included.
- The seven wellbeing goals that contain examples to be placed behind each section of the Pie chart which is placed under 'The Goals of the Act' section of the module. Legal section to played first then followed by practical examples.

- ‘The ways of working section’ to have a summary slide of the 3 key points that are being said on the voiceover. The group expressed that this is a lot of information to take in and is difficult to absorb if a written summary is not provided.
- The ‘Win new business’ text within the module needs to be changed.
- The title of ‘How the Act can help your business’ to be changed to ‘How using the Act can improve your business’.
- Potentially a second e-learning module on the Act could be created focusing on how the Act has developed.

Actions:

- Paul to review the module and implement a construction emphasis
- Partners to provide examples for the how the 5 ways of working relate to construction – Paul and Rosie to send an email to the group regarding this
- School to look into colour content of the module where there is overlapping.

Construction Supplier Day update:

As agreed at the previous Leadership Group meeting the School is planning to host a construction event in conjunction with SEWSCAP. This event is currently scheduled in for the 17th July at the All Nations Centre, Cardiff.

It was discussed that due to delays with the SEWSCAP framework, the supplier day may be moved to September. The group suggested that if this is was the case then the School could run an event on the ‘Well-being of Future Generations Act’ in its place. The new E-learning module could be launched at this event.

The Chair (Wyn Prichard) said that the end of May was the cut off point for SEWSCAP decision.

Actions:

- School to decide by the end of May whether the event will be focused on the new SEWSCAP framework or on the Well-being of Future Generations Act.
- Rosie to investigate whether the upstairs room at the All Nations Centre is free on the 17th July

The table below shows the upcoming supplier days that the Wales School have scheduled:

Supplier Day	Location	Month
Construction	South Wales	17 th July
Infrastructure	South Wales	September
Offsite	South Wales	December
Construction	South Wales	January 2020
Homes	South Wales	March 2020