

Date: 31st January 2019

Where: Keir’s offices, St Mellon Business Park

Attendees: Wyn Prichard – Chair (NPTC Group), Ross Primmer (Action Sustainability), Julie Timothy (Bouygues), Sian Davies (Bouygues), Emma Bull (ISG), Paul Parkinson (Supply Chain School), Rosie Watts (Supply Chain School) Michael Chaney (Willmott Dixon), Luke Mulder (Willmott Dixon)

Outstanding actions:

The group was informed of the current outstanding actions:

- Partners who have not yet taken up workshop opportunities to confirm which workshops they would like the school to run for them - **ongoing**
- Rosie to follow up with Bouygues regarding an Introduction to FIR workshop for Bouygues Senior team 10 – 15 people – **in progress**
- Partners to provide a priority supplier list or provide an updated priority supplier list – **ongoing**
- School to confirm and develop an Offsite Breakfast Briefing - **confirmed** 19th March at the All Nations Centre
- School to create a Wales specific Partner dashboard - **Complete**
- School to investigate Modern Slavery Ambassador programme – **ongoing**

Modern Slavery Ambassador:

At the previous leadership group, it was mentioned if the School could look into a Modern Slavery Ambassadors programme similar to the FIR Ambassador programme. Initial thoughts of the role of a Modern Slavery Ambassador would be to train their workforce on various aspects of Modern Slavery and how to identify and signpost people with concerns. The group felt that there is an understanding of Modern Slavery but lack of knowledge of how to deal with it. However, the group agreed that we must be mindful of individuals safety as Modern Slavery can often be organised by criminal gangs.

Wales School Update:

The group was provided with an update of the Wales School’s current performance:

Target: End March 2019	December
500 active School ‘company’ members	853
6 New Partners	/6
Supplier days	3/ 4
Learners @training	431/ 400
10 Training workshops	8/ 10
200 self-assessments	101 / 200
Reassessments	32 / 100

The table above shows that the School has over achieved its active member targets however assessments and re-assessments still need to be increased. A Homes subcontractor Breakfast Briefing took place on the 31st January 2019 which gained 50 assessments these will appear in the next quarter’s results.

It was discussed during the meeting that there is an increase in uptake if an email asking an organisation to complete an assessment comes directly from the client (Partner). It was suggested that the School and the Partners could conduct a joint marketing campaign around assessments and reassessments.

The group was also informed of the events that the Wales school have ran this financial year. Currently there have been **8 workshops** and **3 supplier days**.

It was announced during the meeting that Emma Bull from ISG is the Deputy Chair of the Wales School.

Date	Name of Event	Partner	Location	Public / Internal
27 th February	Introduction to FIR	ISG	North Wales Supply Chain	Public
19 th March	Offsite Breakfast Briefing	TBC	Cardiff	Public

The table above shows the upcoming events in the Wales for the rest of this financial year.

Actions:

- Partners to contact Rosie if they would to conduct a joint marketing campaign for assessments and reassessments
- Rosie to send the registration links for the upcoming events around to the group
- Partners to contact Paul if they know anyone in their organisation that can speak about Offsite for the Offsite Breakfast Briefing
- Rosie to follow up with Michael Chaney who suggested his colleague Nathan Howells for a speaking slot at the offsite briefing
- Wyn Prichard to send Paul the details of Offsite qualifications and to advance conversations around the recently won Offsite project

Wider School Update:

The group was informed of the organisations that have recently joined as Partners of the Supply Chain School:



New Groups:

A **Waste category group** has been developed within the School. The objective of the group is to provide a common and consistent approach to improving resource efficiency and reducing waste across the School's Partners and members, with suitable learning and guidance materials for the supply chain to put this into effect. The aim of the first meeting will be to discuss what interested parties want to achieve for waste reduction and resource efficiency.

The first Waste group meeting is taking place on the **6th March 2019** at Action Sustainability Offices, 2 Angel Square, London, EC1V 1NY.

A **Wellbeing special interest group** has also been developed. The special interest group will focus on the wellbeing of workers (onsite, offices, in supply chain) and users of the built environment.

Actions

- Partners to review the scope of the groups and contact Paul if they would like to be involved in the groups
- Rosie to investigate if any of the Partners colleagues are interested in the groups

New Resources:

There have been four new toolbox talks that have been developed within the school focusing on:

- Air Quality
- Water
- Community Engagement
- Biodiversity

Air Quality: a Toolbox Talk



Water: a Toolbox Talk



Community engagement – conflict: a Toolbox Talk



Actions:

- Ross to send the link around for the new toolbox talks to the group
- Group to promote the resources through their organisation and supply chain

Wellbeing Future Generations Act E-learning module update:

Ross Primmer from Action Sustainability provided the group with an update of the Wellbeing Future Generations Act e-learning module. Ross is currently trying to get the commissioner's office for the act/CEW to review the e-learning module. The group was shown clips for the e-learning module and it was decided that the e-learning module will need to go live at the end of March.

Actions:

- Ross to resend the script for the e-learning module to the group
- Partners to provide Ross with any comments regarding the script
- E-learning module to go live on the Supply Chain School website by the end of March
- Ross to circulate clips of the e-learning module round to the group so that they can review

Business Plan 2019/2020:

It was discussed during the leadership group meeting that an events matrix should be created so that Partners can work collaboratively and to avoid reputation with workshops and supplier days.

Training workshop	Location	Month
Sustainable Construction	South Wales	April
Introduction to FIR	South Wales	May
Understanding Social Value	North Wales	June
FIR Ambassador	South Wales	September
Wellbeing	South Wales	September
Using Supply Chains to combat Modern Slavery x 2	South Wales/North Wales	October
Introduction to Carbon	South Wales	November
Getting to grips with waste	South Wales	December
Understanding Social Value	North Wales	January 2020
Circular economy	South Wales	February 2020
Wellbeing	North Wales	March 2020

Supplier Day/Breakfast Subject to budget	Location	Month
Construction	South Wales	(7 th /8 th /9 th) May
Infrastructure	South Wales	September
Offsite	South Wales	December
Construction	North Wales	January 2020
Homes	South Wales	March 2020

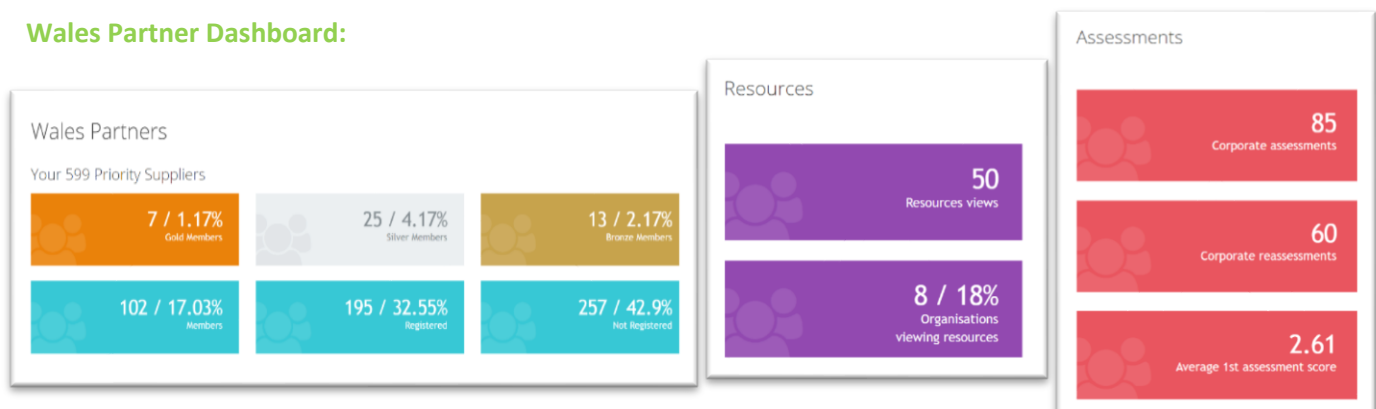
The tables above show the Wales events plan for 2019/2020. The group discussed that they would like the Social Value workshops to include social enterprises. The group would like to understand what social enterprises are and what is the value of them to their industry. It was also suggested that a Becoming BIM ready workshop should be moved to earlier in the year.

Single use plastics was a topic that the group would like to see the School run a workshop one. A single use plastic e-learning module is currently being developed within the School.

In order to promote the new e-learning module it was suggested that the School runs a Wellbeing Future Generations Act event. Although this is currently seen as the domain of CEW. The group was confirmed that they would like the Wales School to run more breakfast briefings as people are more likely to attend due to the time of the events.

Paul informed the group that SEWSCAP was announcing a new framework in the first week of May. It was suggested that the Construction supplier day planned for May could be another SEWSCAP focused event. This was met with broad approval. Willmott Dixon explained they have team meetings on the 7th and 8th May so the dates may need to be reviewed. Paul agreed and undertook to arrange a meeting with SEWCAP and will feedback to the group.

Wales Partner Dashboard:



The group was shown the Wales Partner dashboard which contains all the Wales Partners priority supplier lists that the School has received so far. The dashboard allows Partners to see how engaged their supply chain is within the School such as resources accessed, events attended, and self-assessments completed.

Action:

- Rosie to arrange a skype call with Partners to show them how to use the dashboard

AOB:

- ✓ The group agreed that they would like to continue to have the Wales Leadership Group Meetings at Kier's offices – Rosie to circulate invites for the meetings
- ✓ Partners to send Paul any of their own resources that they would like to be added to the website
- ✓ Partners to contact Paul if they have any other organisations that they think would like to become a Partner of the Wales school. It costs 6k to join the Wales school as a Partner
- ✓ Emma Bull to send Paul the main contractors that have recently become based in Wales