

**Date:** Wednesday 5<sup>th</sup> June 2019

**Attendees:** Helen Carter (Action Sustainability), Shaun McCarthy (Action Sustainability); Manish Tailor (Vinci Construction); Eugene Meehan (O’Neil & Brennan); Andrew Jones (Hercules Construction); Daniel Lovett (Hercules Construction); Tom Finnegan (Kilnbridge); Gill Jessup (Kilnbridge); Noel Burns (Danny Sullivan) Joe Carney (HE Simms)

**Summary of actions & notes**

People Matter - Charter Review		
No	Action	Responsible
1	Circulate the initial paper so that new participants can understand the foundations of how we got to the current outputs – <b>Circulated with the minutes 7<sup>th</sup> June 2016</b>	Helen Carter
2	The group evaluated the final recommended wording for the people matter commitment paper. Feedback was provided from both groups. A new commitment was scoped out that covered wellbeing and the decision to remove references to Umbrella companies was agreed. <b>Helen Carter – to construct the final commitments to be drafted and combined into the final commitment paper – Final commitments drafted and circulated with the minutes – see appendix 1</b>	Helen Carter
3	The final commitment paper to be designed – <b>Helen Carter – discuss the cost and design options with Emily &amp; Amie – meeting to be held Wednesday 12<sup>th</sup> June 2019</b>	Helen Carter
4	Webpage to be set up with a link to the resources and learning journey associated with each commitment. <b>Helen Carter to work with the school team to set up the page and present at the next labour group meeting on the 12<sup>th</sup> September 2019</b>	Helen Carter
5	The school to set up an external stakeholder workshop to engage interested external stakeholders. Currently includes: CIOB, Unions, Trade Federations, Umbrella Organisations, GLAA, Government Departments - 8 <sup>th</sup> August – Provisionally put into the diary. Helen Carter sent out the save the date place holder – <b>Partners to notify Helen Carter if they have a location available for the workshop</b>	All
6	Specific contact information required for the external engagement event. <b>Partners to provide Helen Carter with the following information by Friday 21<sup>st</sup> June 2019:</b> <ul style="list-style-type: none"> <li>✓ External Stakeholder Organisation</li> <li>✓ Contact name</li> <li>✓ E-mail address</li> </ul> Partners also provide a conduit and introduction to the event and the outputs in order to facilitate attendance	All
7	School to run a Supplier Event that will launch the charter and utilise technology to get signatures. <b>Helen Carter to review the budget and provisionally book a date for this event as well as investigating options on how to sign up to the charter at this event electronically – Budget confirmed and provisional date of the 30<sup>th</sup> October 2019 placed in the diary.</b>	Helen Carter
8	Resources available through the school were distributed to the group for review in order to support implementation of this commitment paper. The group is asked to review the resources against each commitment and propose any additional resources that they are aware of – these will then be added to the tool box and resources on the school – <b>All group partners to come back to Helen Carter by Friday 28<sup>th</sup> June 2019</b>	All

9	Submitted resources to be divided up into key stakeholder sections following – who is it for what does it tell them and how does it help – <b>Helen to construct this and circulate it to the group by 5<sup>th</sup> July 2019</b>	Helen Carter
10	A business case document needs to be produced that can be used by the partners when engaging with stakeholders and potential signatories – <b>Helen to draft initially and circulate to the group by 5<sup>th</sup> July 2019</b>	Helen Carter
11	The principles of the commitment will be put onto the school website and linked to implementation support resources and potential assessment methodologies – <b>Helen to work with the supply chain school to put this in place and launch to the working group during the September meeting</b>	Helen Carter
12	The group is now keen that this paper is completed and that the focus will be about implementation. As a result the session in September will focus specifically on the supply and demand element of the terms of reference as well as future skills	Note
13	Date of next meeting – <u>12<sup>th</sup> September 2019 – 10.00 – 13.00</u> Thank you to Vinci who have confirmed that they will be happy to host the meeting again – so the venue details are: <b>Vinci Offices - Astral House, Imperial Way, Watford, WD24 4WW</b>	Note

**Appendix 1 - Final Commitment Wording**

No	Intent/ Commitment	People Matter Charter
1	Commitment	Evidence that the organisation is complying with the legal requirement to ensure that all the permanent or temporary labour in your organisation have the right to work in this country
2	Commitment	Evidence due diligence processes are in operation & monitored to ensure that directly employed and temporary labour is not subjected to exploitation
3	Commitment	Demonstrate that all payment mechanisms in place for employment comply with HMRC Legislation in relation to Tax, NI and pension contributions. As well as legal compliance, evidence that employees directly employed or through our supply chain have access to all benefits such as sick, holiday and paternity pay and they are made aware of their entitlements.
4	Intent	Evidence a plan in order to move towards becoming an accredited Living Wage employer
5	Intent	Evidence the implementation of Equality & Diversity / Fairness, Inclusion & Respect (EDI / FIR) objectives and practices that go beyond the Equality Act 2010 in order to deliver increased employee satisfaction and an improvement in workplace behaviour.
6	Commitment	Evidence an employment, skills and training strategy with a monitored implementation plan.
7	Intent	Evidence the implementation of mental and social wellbeing objectives and practices designed to support a healthy, resilient and independent workforce culture.
8	Commitment	Demonstrate how employees and the supply chain are upskilled in relation to understanding and managing their environmental impacts
9	Intent	Evidence supply chain due diligence processes that ensures that basic human rights are being protected.

No	Implementation Commitment
1	Where requirements are above legal requirement we will evidence the relevant application of the commitments
1	We will identify our key stakeholders up and down the value chain and encourage them to sign up to the commitments.
2	We will develop & deliver a learning journey through the Supply Chain Sustainability School. This will help our key stakeholders understand the commitments and support delivery.
3	We will embed the requirements of this charter in our procurement process from tender through to contract management
4	Create a collaborative space within the Supply Chain Sustainability School that evidences best practice and provides opportunities for organisations embedding these requirements to be showcased
5	We will monitor, measure and report on compliance with this charter and to make the results of this publicly available