

**Date:** 26<sup>th</sup> January 2020

**Attendees:** Helen Carter (Action Sustainability), Manish Tailor (Vinci Construction); James Callaghan (VGC); Emilie Puaud (Bouygues UK); Robyn Conway (Supply Chain Sustainability School) Andreas Gottfried (Hercules Construction); Eibhlin Flynn (Danny Sullivan); Paul Skitt (Flannery Plant); Amar Sandhawalia (Fortel); Janet Hector (McGinley); Craig Brown (Venesky-Brown); Orazio Amantia (ECA); Helen White (Wilmott Dixon); Warren Kingham (O’Neil & Brennan); Alexander Trautrim (Nottingham University); Nathalie Ritchie (National Grid) Matt Galvin (TfL)

**Summary of actions & notes**

Notes & Actions		
No	Action	Responsible
1	Big thank you to everyone who supported the People Matter Charter Launch event and well done to the group	Note
2	Helen to circulate the final list of signatories to the group	Helen Carter
3	The group reviewed the following areas to determine the next steps, implementation etc: 1) Comms 2) Stakeholders to involve 3) Target number of signatories for the next 12 months 4) Tools and resources to support development	Note
4	Helen to embed the requirements from the group activity into a business plan and strategy for the next financial year and circulate to the group for comment	Helen Carter
5	The group would like to develop and host an awards event based on the People Matter Charter signatory work – Helen to draft an initial scoping document and circulate to the group	Helen Carter
6	Comms needs to continue immediately – we need immediate cases studies to promote how the Charter is being implemented and why the organisations have signed. <u>Volunteers required to help build these and pull together into a comms piece.</u> This needs to be issued out by Mid February. <u>Contact Helen if you want to put a case study together</u>	All
7	We need to schedule a list of key stakeholders who we will target to attend various meetings. It was agreed that at the next meeting in March we would get representation from FSCA and from Charter gate to focus on the fair pay element of the charter.	Note
8	Craig to discuss attending the meeting in March with his contact in Charter Gate	Craig Brown
9	Please note that Helen has had an e-mail from FSCA asking for a meeting so she will invite them to the session in March	Helen Carter
10	Helen to produce a stakeholder list with owner and circulate round onto Google Docs. Group to put a name and owner against the stakeholder list	All
11	A list of questions was circulated from the launch event – Helen to pull together into themes and circulate to the group and key people in the group to put together answers for circulation	All
12	The next element of the agenda is that of Future Skills – Group to research before the next meeting interventions, projects and current working groups that they or people in their organisation are involved in	All
13	At the next meeting we will dedicate an hour of the agenda to reviewing and defining what activity and outputs we require from this work stream.	Note

14	Next meeting – 26 <sup>th</sup> March 2020 – Vinci Offices - Astral House, Imperial Way, Watford, WD24 4WW – 10.00 – 14.30	<b>Note</b>
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