

Date: Thursday 6th June 2019

Attendees: Helen Carter (Action Sustainability), James Cadman (Action Sustainability); Paul Whitehead (Highways England); Phil Wright (WP Group); Richard Arnold (Speedy); Mark Clouter (WP Group); Michael Walsh (Balfour Beatty); Ben Drane (Balfour Beatty); Martin Brawn (SMT); Andrew Burrows (Lynch); Chris Matthews (Flannery); Thomas Barrett (Kilnbridge); Tom Finnegan (Kilnbridge); Sophie Cox (Flannery) Robyn Conway (Action Sustainability); Davis Haule (Kier); Richard Mason (Balfour Beatty)

Summary of actions & notes

People Matter - Charter Review		
No	Action/Note	Responsible
1	Circulate the initial paper plant paper to the group to allow new participants to understand the foundations of how we got to the current outputs – Circulated with the minutes 11th June 2016	Helen Carter
2	James Cadman confirmed that the air quality e-learning module is nearing completion and should be available in the next week. Helen Carter – to send out the link to the e-learning module when available.	Helen Carter
3	The group discussed the need for guidance documents to be set up to help the supply chain understand what is required when setting up welfare site services. Balfour Beatty confirmed they have produced one that could be developed further. Helen to canvass opinion from partners on the need for a site set up standard and the desire to produce one.	Helen Carter
4	There is a need to engage more external stakeholders on the outputs the group would like to produce. CPA, NOCN & OEMs were mentioned. Helen to canvass partners and build a stakeholder list to be reviewed at the next meeting September	Helen Carter
5	Highways England expressed a desire to produce a white paper on the use of simulators. Paul to scope out what is required in this paper and how he would like the group to be involved.	Paul Whitehead
6	The group would like to set up a circulation group where they can share documents and feedback – would like this to replicate the attendees who come regularly to the plant group. Helen to investigate how to do this and set it up	Helen Carter
7	The group explored how the paper can be put into some sort of commitment paper. After breakout groups spent some time discussing the requirements and came up with the following 3 work streams: Assesment methodology <ul style="list-style-type: none"> ✓ An assessment methodology that the supply chain can complete in order to evidence progression to the required engine standards, operational training, maintenance and whole life considerations. ✓ This assessment methodology should be hosted by the school and reward the supply chain with badges for various levels of implementation. e.g Bronze Silver and Gold. Partner commitment paper	Helen Carter/James Cadman

	<ul style="list-style-type: none"> ✓ A charter which will be signed up to by the partners supporting the implementation of the outputs of the group as well as championing the need for an industry approach to combatting air quality and climate change challenges through plant acquisition, management and operation. <p><u>Toolbox of resources</u></p> <ul style="list-style-type: none"> ✓ A suite of resources that support the implementation of the assessment requirements and support the change in behaviour. <p>For these pieces of work Helen Carter will lead on the development of the assessment requirements as well as the toolbox of resources. James Cadman will lead on the commitment paper</p>	
8	<p>The group reviewed what resources need to be produced to support the implementation of best practice and support the assessment requirement going forward. The following need to be included:</p> <ul style="list-style-type: none"> • Guidance document including: <ul style="list-style-type: none"> ○ Legislation ○ NRMM Explained ○ Key Industry Supporters ○ Equipment Covered • Self assessment document • Background & Scene Setting document (to support the business case and stakeholder engagement) • Behaviours of supply chain e.g. Operators, Tier 1's, Subcontractors etc <ul style="list-style-type: none"> ○ Toolox talks ○ Training ○ Video's ○ Links to recognised operator training bodies • Commercial support – a whole life costing model 	Note
09	<p>Date of next meeting – <u>11th September 2019 – 10.00 – 13.00</u></p> <p>Thank you to Lynch who have confirmed that they will be happy to host the meeting again – so the venue details are: Lynch Plant, Lynch House, Boundary Way, Hemel Hempstead. Herts. HP2 7YU</p>	Note