

Date: Thursday 30<sup>th</sup> January 2020

Attendees: James Cadman (Action Sustainability) Barry Collins (A Plant); Chris Gill (Lynch Plant Hire); Thomas Barret (Kilnbridge); Paul Sharp (GAP Group); Martin Brawn (SMT); Helen Carter (Action Sustainability); Chris Matthew (Flannery Plant Hire); John Woods (Hochtief); Stan Chapman (Advante); Charles Stevenson (JCB)

## Summary of actions & notes from the Plant Category Group (PCG) meeting

No	Action/Note	Whom
1	The contact list will be sent to the group	All
	Action - group to look at names and confirm who should be on the list, as well as who will be attending regularly.	
2	Can we please ensure that <b>if you accept the invite</b> you attend, or that you amend the invite prior to the meeting if you can no longer attend – we have had a few meetings recently where food has been ordered for those who have accepted leading to waste on orders and excessive room sizes.	Note
3	<ul> <li>Commitment Paper – no comments or changes were made – hence accepted</li> <li>Flannery Plant – would be happy to commit to the Commitment</li> <li>Lynch Plant – also happy to commit to the Commitment</li> <li>Hochtief – would like to commit to the Commitment and will through the supply chain, but there is a need for a business case</li> <li>A Plant – would also be happy to commit to the Commitment</li> <li>GAP Group – happy to talk to Tier 1's</li> <li>Advante – Procurement is key</li> </ul>	Partners to follow up internally with sign up to Commitment
	The plant companies said they would also talk to Tier 1s and encourage them to engage and sign. Engagement will need to be planned and key Tier 1s targeted Chris Gill and Chris Matthew to talk to Heather Bryant and Richard Mason (Balfour Beatty) and introduce the standard and commitment to Balfour Beatty	Chris Gill & Chris Matthew
	Action – School to produce a googledocs for targeted organisations and lists of people engaging with them. Plant companies who want to engage with Tier 1's to complete googledocs sheet and inform James.  Done: view link at <a href="https://docs.google.com/spreadsheets/d/1NgjVkstOsSD75LFIb8LHt_nRKL3ZFjMHX-5CaLDcDql/edit#gid=0">https://docs.google.com/spreadsheets/d/1NgjVkstOsSD75LFIb8LHt_nRKL3ZFjMHX-5CaLDcDql/edit#gid=0</a> to insert the Tier 1s you will approach on the Commitment Paper using the associated Comms slide deck	Done
4	Comms slide pack is now available for partners to use to raise awareness on the work the group is undertaking	Note
5	Action — a business case to be produced on the "what is in it for me, what is the cost and what will it address?" (interconnected impacts of wellbeing, safety, carbon etc), including for example the associated road taxes (ULEZ etc)	James Cadmar
6	How do we look at increasing the standards – the group will need to plan how we implement and push the standards into the supply chain and increase them	Note



	over time – this will have to inform the implementation plan	
7	CEA's Emissions Compliance Verification (ECV) Scheme is a new certification scheme that will verify that machines are compliant with the relevant emissions standards – Group to review and add details to the School and inform the supply chain – can be included in the matrix.	Note
8	Charles suggested that Data tag would develop or help us <b>develop a video on the ECV scheme</b> . Charles to offer an introduction.	Charles Stevenson
9	Route to communications of the Group's outputs beyond what the School already does:  ✓ PPI Groups ✓ Public Statements & Press Releases from Plant Hire and Tier 1's ✓ Linked In ✓ Customer one-to-one reviews with plant hire companies and their clients	Note
10	<b>Action</b> – Maturity matrix – add a pass level at the beginning – happy with the other levels	James Cadman
11	Note – need to review and consider the validation of the matrix and organisation's approach to using it	Note
12	Business Planning;  ✓ Include a video to provide an overview of the ECV scheme and how to use it  ✓ Develop baseline, metrics and KPIs to measure implementation ✓ Develop Procurement Guidance on specifying the right equipment ✓ Gather Case Studies ✓ Develop Guidance for assessment of carbon emissions ✓ Create an Ambassador network, akin to FIR network, to engage and spread the message of the Plant Group's ambitions and progress.  Key objectives: ✓ Engage the industry to launch the commitment paper and supporting materials ✓ Produce key materials to support the implementation of the commitments and use of the road map ✓ Prioritise other plant areas to focus on engagement and increasing scope e.g. Rail, fleet and/or logistics, welfare cabins.	Note
13	Other possible events:  ✓ Plantworx  ✓ Hillhead  ✓ Highways UK – NEC (October)  ✓ Engagement Council – (Highways, June)  Action: Group to share events that they are attending where the School can support	All
14	✓ Charles to send round an invite to event in London where the ECV will be demonstrated	Charles Stevenson