

**Date:** Tuesday 14<sup>th</sup> November 2017

**Attendees:** Graham Edgell (Morgan Sindall), Shaun McCarthy (Action Sustainability), Helen Carter (Action Sustainability), Scott Dutton (HOCHTIEF), Tom Brenchley (Lundy Projects), Tracey Fogg (Murphy), Nikolas Sapounas (Osborne), Randall Ffrench (Sir Robert McAlpine), Antony Steele (Skanska), James Callaghan (VGC Group), Roger Venables (CEEQUAL); Alan Webb (Morgan Sindall), Sarah Borien (Network Rail); Amar Sandhwalia (Fortel); Cathy Berry (Action Sustainability); Antony Steele (Skanska); Troy Moffatt (First Response); Stephen Burns (VGC); Ciaran Alstowe (Hercules); Fi McGrogan (Hercules); Matt Harris (Costain)

**Apologies:** Brian Hancock (Sisk); Tom Brenchley (Lundy Projects); Paul Paddick (Carillion); Dean Kerwick-Chrisp (Highways England); Nathalie Ritchie (National Grid); Susan Schnadhorst (Osbornes); Chris Hopkins (Kier)

**Summary of meeting actions:**

Operational Update			
No	Action	Responsible	Deadline
1	SCSS to share who has and who has not provided a list of priority suppliers	SCSS	8 <sup>th</sup> December
2	SCSS to provide details of who is a member within the Infrastructure group and not yet assessed	SCSS	30 <sup>th</sup> November
3	Partners to send e-mails to key suppliers monthly encouraging them to undertake an assessment	The leadership group	Ongoing
4	SCSS to report monthly on suppliers who have now moved from members to active – 1 <sup>st</sup> Report in January	SCSS	16 <sup>th</sup> January
5	Partners to confirm if they are willing to share the percentage of their supply chain who are registered, members etc of the school	The leadership group	8 <sup>th</sup> December
Plant & Labour Category Planning			
6	SCSS to provide a copy of the minutes from the plant and labour category groups	SCSS	30 <sup>th</sup> November
7	Partners to inform SCSS of any additional stakeholders that may be interested in joining the plant and/or labour category groups	The leadership group	30 <sup>th</sup> November
Social Value			
8	SCSS to include the creation of a collaborative red and green social value list in the requirements for the business plan in 2018/19	SCSS	17 <sup>th</sup> November

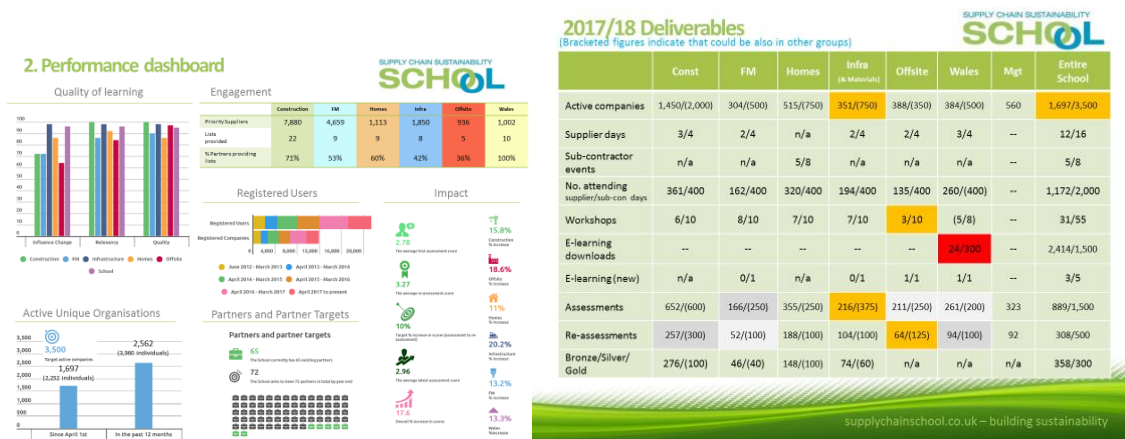
9	SCSS to liaise with Graham Edgell over developing plans for a supplier day in relation to delivering social value	SCSS	8 <sup>th</sup> December
<b>Business Plan Update &amp; Planning</b>			
10	Provide the supply chain school with a list of awards for 2018	Leadership Group	16 <sup>th</sup> January
11	Supply Chain School to provide the leadership group with an update on the awards for 2018	Rosie Watts	16 <sup>th</sup> January
12	SCSS to provide high level objectives for the business plan for 2018/19 for review by the leadership group	SCSS	17 <sup>th</sup> November
<b>AOB</b>			
13	SCSS to contact Tracey Fogg/Dale Turner about how CIPS would like to engage with the school	SCSS	17 <sup>th</sup> November

**1. Introductions and Welcomes**

- First Response were welcomed as interested potential partners and there was a welcome to all new group attendees

**2. Operational update**

An overview of performance to date was provided as part of the operational update.



Overall performance is doing well but there are 3 specific areas of concern:

- The number of partners who have provided a supplier list
- The number of active suppliers within the Infrastructure group
- The number of assessments undertaken within the Infrastructure group

The partners agreed that although SCSS will target registered users to encourage them to be assessed and reassessed, the partners should also provide additional targeted communications with Infrastructure members encouraging them to assess.

Graham asked the group if they would be willing to share the percentage of their supply chain that are registered with the school. The partners will need to confirm to SCSS.

SCSS also provided data on the trades that are currently registered, members etc within the school and their status. The group were asked to review and consider the usefulness of this information going forward.

**Actions:**

- ✓ SCSS to share who has and who has not provided a list of priority suppliers
- ✓ SCSS to provide details of who is a member within the Infrastructure group and not yet assessed
- ✓ Partners to send e-mails to key suppliers monthly encouraging them to undertake an assessment
- ✓ SCSS to report monthly on suppliers who have now moved from members to active – 1<sup>st</sup> Report in January
- ✓ Partners to confirm if they are willing to share the percentage of their supply chain who are registered, members etc of the school

**3. Supplier Days, Workshops and Meetings:**

The group was asked to note the date of the next AGM – 16<sup>th</sup> March 2018 at Grosvenor's offices. Invites will be sent out in the new year.

The agenda for the social value supplier day was presented and it has been confirmed that we have Arup presenting at the session providing details of Social Value through design and the work they have participated in with SCSS.

We currently have 187 people booked on to attend the day which is great news. Partners are encouraged to attend as well.

**4. Plant & Labour Category Meeting**

Graham provided an overview of the initial plant meeting and its success. Shaun supported the view that the meeting was well received.

The minutes from the first plant and labour meeting will be circulated to the Infrastructure group. Going forward SCSS will provide up to date comms on the progress of the group

If there are any additional stakeholders who should attend the plant and labour meetings, please inform SCSS who will make the links

**Actions:**

- ✓ SCSS to provide a copy of the minutes from the plant and labour category groups
- ✓ Partners to inform SCSS of any additional stakeholders that may be interested in joining the plant and/or labour category groups

## 5. Social Value

Helen Carter provided an overview of the statistics in relation to the Social Value materials. It was agreed that no more materials are required but better promotion and use of existing materials is required.

Discussion was had in relation to the 3 potential areas of work:

- 1) The potential joint initiative – delivering social value within a specific geographical area or project
- 2) The creation of a red and green social value list – an overview of what contractors will and will not do in terms of delivering social value and mitigating negative social impact
- 3) Develop Category enhancements and bullets for the supply chain

The group agreed that the creation of a green and red list would be beneficial, and some partners would be interested in developing this.

The requirement will be included in the business plan for 2018/2019

There was some potential interest in the joint initiative to deliver social value in some geographical areas. Partners however wanted to ensure that they understand what is required before they are committing to anything.

Graham has indicated that he would like to run a meet the buyer style event focusing on delivering social value. This could be included in the supplier day schedule for 2018/19

### **Action:**

- ✓ SCSS to include the creation of a collaborative red and green social value list in the requirements for the business plan in 2018/19
- ✓ SCSS to liaise with Graham Edgell over developing plans for a supplier day in relation to delivering social value

### **Business plan update and planning**

Helen Carter provided an update on the current business plan performance. We were behind in delivering the increase in poorly supported trades and have no awards for 2017. It was agreed that we were too late to achieve an award for 2017 and therefore we will focus on the awards for 2018.

The materials group objective is no longer valid due to the changed nature of the materials leadership group.

The group then undertook a group exercise to look at areas for inclusion in the business plan:

### **Build on good foundations**

- ✓ Increase workshops
- ✓ No new e-learning modules – keep the existing material up to date and promote better
- ✓ Increase/keep the same the number of supplier days – they should have a project and/or theme focus
- ✓ Need to refresh some videos – including the partner video
- ✓ Special interest groups – there is no demand for these at present, but they are a useful tool as and when required

**Subject matter**

- ✓ More awareness and information on BIM
- ✓ Focus on social value and ethics
- ✓ Would like to translate the work undertaken by the school on values etc

There needs to be more focus on partner engagement so using the partner matrix would be a good vehicle for that.

**Actions:**

- ✓ Provide the supply chain school with a list of awards for 2018
- ✓ Supply Chain School to provide the leadership group with an update on the awards for 2018
- ✓ SCSS to provide high level objectives for the business plan for 2018/19 for review by the leadership group

**6. AOB**

Tracey Fogg has indicated that CIPS are interested in engaging the school – Dale Turner has an action to engage and it was suggested that someone from the school should present to CIPS the current position of the school

- ✓ SCSS to contact Tracey Fogg/Dale Turner about how CIPS would like to engage with the school

The next steering group meeting will take place on the 16<sup>th</sup> January 2018 at Skanska offices in Rickmansworth, between 10am -2pm.