

**Date:** Tuesday 12<sup>th</sup> June 2018

**Attendees:** Alex Giles – Action Sustainability; Graham Edgell – Morgan Sindell; Amar Sandhawalia – Fortel; Andy Berry – Fortel; Maurice Mahony – Danny Sullivan; Ciaran Alstowe - Hercules; Ciara Pryce – VGC Group; Paul Whitehead – Highways England; Michael Cross – Wilmott Dixon; Ben Cross – Skanska; Manish Tailor – Vinci; Gareth Morris – Morson; Eugene Meehan – O’Neil & Brennan; Paul Skitt – Flannery Plant; Helen Carter – Action Sustainability

**Summary of actions:**

Minimum Standards Review		
No	Action	Responsible
1	Cascade notes from the meeting.	Ben & Ciaran
2	Whole group to remotely review FIR min standards and respond back to us by end of next week – please email Ben/Ciaran.	All
3	Skills focus team lead by Flannery’s expert – produce what the skills matrix could look like and the benefits it will bring to the industry for team to review.	Paul Skitt
4	We will set the date for the next working group and ensure it has designated time to make the session worthwhile – <b>26<sup>th</sup> September – 12.30 – 4.00pm (3 ½ hours) – Venue in London required please</b>	Helen & Graham
5	Team to review minimum standards below one last time and confirm agreement by end of next week. W/C 25 <sup>th</sup> to be done.	All
6	Ben and Ciaran to put min standards into a draft visual and signposting document.	Ben & Ciaran
7	Whole team to suggest best methods of communicating best practice ideas for labour standards by end of next week for Ben and Ciaran to explore further with SCSS.	Ben & Ciaran & SCSS.
8	Ben and Ciaran to have first draft min standards back to group by 2 <sup>nd</sup> week of July for comment.	Ben & Ciaran
9	Team to have Min standards agreed and Best practice ideas developed and ready for review by Sept pitch to Construction group leaders.	All / Ben & Ciaran

<b>10</b>	<p>Andy Berry's break out team to produce a check list to help people to detect and reduce the risk of modern slavery – what to spot!</p> <p>Andy Berry's team to look at a minimum training module for modern slavery – VLOG linked to the above, how to use the GLAA etc or other great resources already available.</p>	Andy Berry & group
<b>11</b>	<p>Maurice group discussed a behavioural based charter..... 'We will' ..... what could this look like.</p>	Maurice & Group
<b>12</b>	<p>Amar – We need to look at how we bring minimum standards for sub-contractors and labour only – Helen to share risk profile with the group.</p>	Amar
<b>13</b>	<p>Group to suggest minimum standards that must be covered in site inductions</p> <p>What our great people can expect from our site. Hold us accountable to us what we promise.</p>	Group