

Date: Monday 9th July 2018 - VolkerWessels UK, Boardroom 1, Floor 1, 50 Farringdon Road, London, EC1M 3HE – 1:30 – 4:30pm

Attendees: Shaun McCarthy (Chair, Action Sustainability), Dale Turner (Chair, Skanska), Sara Gouveia (Action Sustainability), Jon Gray (Aggregate Industries), Evan Sutherland (Balfour Beatty), Amelle Mestari (Bouygues), Sheena Donaldson (CIPS), Alison Bettany (EMCOR Group), Scott Dutton (HOCHTIEF Construction), Holly-Anne Hendry (Laing O'Rourke), Jonathan Norton (McAvoy), Nathalie Ritchie (National Grid), Alexander Trautrim (Nottingham University), Ben Rowe (Volker Wessels), Graham Davey (Volker Wessels)

Apologies: Alice Hands (SRM), Andrea Charlson (HS2), Anne Smales (Bouygues), Anne-Marie Wedd (EMCOR Group), Aysegul Sabanci (ISG), Clive Parry (Redrow), Craig Murphy (Sisk), Gary Dilon (J Coffey), Helen Alder (CIPS), Helen Bloxham (Kier), James Riddick (UUPLC), Jamie McGregor (Aggregate), Jim Brennan (Balfour Beatty), Martin Dick (Robertson), Neil Mant (Vinci), Patricia Murphy (BAM), Richard Frost (Tarmac), Sara Tome (Bouygues), Sara Boriien (Network Rail), Sophie Nixon (Barratt), Stacey Burton (Kier), Steve Attfield (Marshalls), Tom Yates (Balfour Beatty) Jennie Porter (Carmichael)

Meeting notes:

1. Welcome and Introductions:

- Dale Turner chaired the meeting, Shaun McCarthy facilitated
- The group introduced themselves as the representatives of the companies present.
- Dale Turner provided an overview of the Supply Chain Sustainability School (School), it's vision and key results from the impact survey.

2. Value Proposition:

- Shaun McCarthy provided a summary on the purpose of the Procurement special interest group. Shaun McCarthy outlined that the School currently has 94 people in procurement or commercial roles from 36 Partner organisations. However, the School lacks specific engagement with people in the procurement profession, which highlighted the need to specifically target the profession through the form of a special interest group. Shaun advised that he anticipates the group to hold between 3-4 meetings until March 2019 either face to face or via Skype.

3. Terms of Reference

- The group were asked to review the terms of reference and they agreed that they were happy with the terms for the group.
- Evan Sutherland (Balfour Beatty) proposed that the group should reach out to procurement leaders to get their insights, which the group agreed with.
- Following initial discussions with CIPS about the possibility of combining the School's content into the CIPS qualification, Sheena Donaldson (CIPS) advised that this is an academic process, the qualification had recently been reviewed and would not be reviewed for 4 years. However, Sheena stated that CIPS promotes School learning and resources.

- It was confirmed that the School resources accredited by the Office of Continuous Professional Development are recognised by CIPS. Currently all workshops and e-learning modules

4. What do Procurement professionals need to know? – Group Exercise

- The group were split into 3 groups and asked to review specific areas/resources of the website with the following questions in mind:
 - *What resources will be useful for procurement people?*
 - *Why?*
 - *What types of resource are best (e-learning, video, tools, etc.)?*
 - *Why?*
 - *How can we best structure the resources?*

Group Feedback:

Group 1

- Content was highly focused on construction and the group suggested that it would be beneficial to modify content accordingly, with a view of potentially creating new content.
- Information should be relevant to tenders by category.
- Shaun advised the group that the School has already created content based on Performance Management, recommended PQQ questions and PQQ guidance.

Action: Shaun McCarthy to review the following page and determine what content can be used: https://www.supplychainSchool.co.uk/default/performance_measurement.aspx

- The group suggested that shorter content should be selected, and that Toolbox Talks would be efficient in future
- It would be helpful to have more content generated from a supplier's perspective
- Adopt a better resource structure. The School content is very extensive, and it is difficult to know where to start
- The group suggested that the School learning content should be incorporated with university syllabuses and Alexander Trautrim agreed that this should be considered.

Group 2

- The group suggested that a self-assessment tool should be developed for Procurement professionals, generating action plans. The group were fond of this idea. Shaun McCarthy agreed that School could look into the feasibility of doing this and suggested it could be part of a 2-stage project.

Action: Shaun McCarthy and Dale Turner to review the feasibility of creating a self-assessment tool for Procurement professionals and feedback to the group, upon speaking to the School Board.

- It was suggested that the Procurement landing page should display content in a hierarchy format, outlining what Procurement professionals “need to know” and what would be “nice to know.” This would provide procurement professionals with flexibility and allows them to manage relevance.

Group 3

- Whilst looking at the 'Modern Slavery' resources, the group felt that there was a high volume of information and it would be best to pinpoint a couple of resources that capture the topic, rather than overloading users with information. Likewise, they provided similar feedback for case studies.
- The group suggested that introductory material should be available.
- Document length should be kept to a minimum.

5. What organisations do we need to engage with? Exercise

The group thought about this and collectively identified the following organisations that they felt the Procurement group should engage with:

- Construction Products Association
- RICS
- CIPD
- Edie
- Ethical Corporation
- APRES/BRE
- BSR
- ICRS – Institute of Corporate Responsibility & Supply
- Avetta
- RIBA
- RICS
- Universities/Business Schools
- The Professional Body for Facilities Management (BIFM)
- Build UK

Action: Shaun McCarthy advised the group that he would review the companies listed to identify who the group can engage with either by informing them of the agenda or inviting them to be part of the group.

6. Summary & Next Steps

- The Procurement special interest group will focus on a 2 stage programme of work:
 1. Shaun McCarthy will compile a list of relevant Procurement resources and propose this to the group in the next meeting in September.
 2. The feasibility of creating a Procurement self-assessment tool will be investigated and proposed to the School Board. Shaun McCarthy and Dale Turner will advise the group on feedback.

7. AOB:

- The next meeting will take place on the 12th September at the same location:
VolkerWessels UK, Floor 1, 50 Farringdon Road, London, EC1M 3HE.

Action: Sara Gouveia to organise a date for the next meeting and inform the group.