Date: Wednesday 12th September 2018 - VolkerWessels UK, Boardroom 1, Floor 1, 50 Farringdon Road, London, EC1M 3HE – 1:30 – 4:30pm

Attendees: Shaun McCarthy (Action Sustainability), Dale Turner (Chair, Skanska), Sara Gouveia (Action Sustainability), Wendy Carwardine (Action Sustainability), Robyn Kelly (Action Sustainability), Charles Naud (Action Sustainability), Tom Yates (Balfour Beatty), Grant Saunders (CIPS), Jennie Porter (Carmichael UK), Alison Bettany (Emcor UK), Aysegul Sabanci (ISG), Helen Boxham (Kier), Anna Rumanik (Network Rail), Nathalier Ritchie (National Grid), Laura Rafferty (Volker Wessels) Erica Russell (University of Surrey)

On the phone: John Gray (Aggregate Industries), Matthew Allen (Bouygues), Alexandra Doherty (Engie), Niraj Mistry (Stroma)

Apologies: Jamie McGregor (Aggregate), Evan Sutherland (Balfour Beatty), Jim Brennan (Balfour Beatty), Patricia Murphy (BAM), Sophie Nixon (Barratt), Amelle Mestari (Bouygues), Anne Smales (Bouygues), Sara Tome (Bouygues), Helen Alder (CIPS), Sheena Donaldson (CIPS), Anne-Marie Wedd (EMCOR Group), Scott Dutton (HOCHTIEF Construction), Andrea Charlson (HS2), Gary Dilon (J Coffey), Stacey Burton (Kier), Holly Anne (Laing O'Rourke), Steve Attfield (Marshalls), Jonathan Norton (McAvoy), Sara Boriien (Network Rail), Alexander Trautrims (Nottingham University), Clive Parry (Redrow), Martin Dick (Robertson), Craig Murphy (Sisk), Alice Hands (SRM), Richard Frost (Tarmac), James Riddick (UUPLC), Neil Mant (Vinci), Ben Rowe (Volker Wessels), Graham Davey (Volker Wessels)

Meeting notes:

1. **Brief update on progress:**

- Dale Turner chaired the meeting and Shaun McCarthy facilitated the meeting.
- The group introduced themselves as the representatives of the companies present.
- Dale Turner provided an overview of the progress made over the summer.
- In the last few months, Shaun McCarthy compiled a list of resources from the School that he believes will be most suitable for procurement professionals to learn and has categorised them into three groups:

   1. *"Need to know"* (legislation and key issues for procurement people)
   2. *"Important"* (important further knowledge)
   3. *"Advanced learning"* (for specific projects or people who want to expand their sustainability knowledge)

2. **Interactive exercise and feedback from the group:**

- The group were split into groups and were asked to review some resources from each section of the workbook and provide feedback to the group, whilst considering the following:

   1. Relevance of resource
   2. Quality of resource
   3. General comments

- The group spent an hour reviewing and collating feedback on to the workbook of resources that was circulated prior to the meeting. The ratings for the 'relevancy' and quality' were

categorised with a benchmark of '0' being poor and '5' being excellent. The group were then asked to feedback to everyone, commenting on high level thoughts.

Feedback from group that focused on the "Need to know" category:
- o The information covered in this category provides good content but it's too complex for Procurement professionals who want to understand the basics
- o Resources that link through to government websites is valuable
- o Less comfortable with links to law firms
- o Video content and e-learning are the best resources as they're interactive and engaging
- o There are too many resources available in this category, the group recommended having 5 – 10 resources
- o ISO 20400 – links to some of the resources weren't legible
- o Equality Act resources seem beyond the requirements of what a procurement professional would need to know
- o Resource 3128 (e-learning module) provides a good summary of the Modern Slavery Act 2015 and probably sufficient information for a procurement professional on that topic

Feedback from group that focused on the "Important" category:
- o There are better resources available through the School for the Modern Slavery topic than those chosen – harder hitting content would be best
- o The biodiversity learning in the "Advanced Learning" category will be a better resource for procurement use
- o Case studies are good – keeps it practical
- o E-learning is the best resource – quizzes are good as its interactive
- o It would be beneficial to consolidate the resources for this category as there is a vast amount of resources in the workbook

Feedback from group that focussed on the "Advanced Learning" category:
- o The group suggested structuring the Procurement resources on a landing page by aligning lots of documents and linking them back to the procurement process (maybe linking to heat mapping)
- o It would be good to reference CIPS procurement cycle and sustainability goals
- o In terms of the BIM resources, it would be best to have more on what needs to be done from a procurement perspective, capturing all the information
- o What is the core scope of the procurement section – don't drift from core scope
- o Description of the resource should be generic so it's applicable to other professions and can be used more widely

Action 1: Sara to compile all the feedback from the groups into a main workbook and share it with Shaun.

3.   Thoughts on the navigation and structure of the Procurement landing page:

- The group were asked to feedback on ideas relating to how the Procurement landing page should be structured and how to facilitate navigation for users.

Ideas from the group:
- o Perhaps a maturity matrix (by impact) can be utilized as part of the main structure.

- o Mapping out the resources and linking it to the Procurement cycle
- o The resources could be mapped out by relevancy, in a similar way that the categories have been formed in the workbook e.g. need to know, important and advanced learning
- o Resources could be tailored by sectors
- o A heat map could be used, along with linking it to the stages of Procurement
- o A checklist could be adopted for Procurement professional of key resources that should be completed, providing them with guidance

4. CIPS Relationship:

- Shaun advised the group that the School are not able to develop a self-assessment for procurement professional at this stage due to transitioning over to a new IT platform.

  - o Grant Saunders advised that CIPS have a self-assessment tool for the Global Standard that may be useful. Grant Saunders shared the self-assessment tool: http://globalstandard.cips.org/

  - o Grant Saunders also shared the Global Standard link: https://www.yumpu.com/en/document/view/58251956/cips-global-standard-for-procurement-and-supply-version-3-published-2017

- Dale highlighted that the School are keen to explore further opportunities to integrate with CIPS. CIPS are a really important factor in moving the Procurement SIG agenda forward and it would be mutually beneficial to explore further opportunities.
- Grant Saunders from CIPS advised that the main challenge is that knowledge/content on the CIPS website is a member benefit, so CIPS cannot provide the material for free. However, there is scope to maximise on the 'common pages' and they would be able to gain support from their PR and marketing team to drive awareness to the School.
- Grant Saunders advised that he'll recommend that Helen Alder attends the next Procurement meeting.

5. Next Steps:

- Shaun advised that he found the feedback review on the resources collated very beneficial, giving him a good indication on the next stage in consolidating the resources further.
- Shaun provided the group with the opportunity to create smaller working groups who will be able to delve into the selected resources he collates, in more depth.

Action 2: Shaun to consolidate and edit the workbook to reflect fewer, relevant resources upon receiving all group feedback. Shaun to share this at the next meeting.

Action 3: The group to advise Sara if they are interested in taking part of a working group to review Procurement related resources that will be used on the School landing page.

Action 4: Wendy will create a mock-up of 3-4 options of how the Procurement page can look/feel for the next meeting and the group will feedback and decide on the best approach.