Date: Monday 11th February 2019 – Victoria House, 37-63 Southampton Row, London, WC1B 4DA

Attendees: Sara Gouveia (Action Sustainability), Shaun McCarthy (Action Sustainability), Jon Gray (Aggregate), Sheena Donaldson (CIPS), Helen Bloxham (Kier), Nathalie Ritchie (National Grid), Dale Turner (Skanska), Erica Russell (Surrey University), Ben Rowe (Volker Wessels)

Meeting notes:

1. Update on Procurement resources

- Dale Turner (DT) thanked everyone for their attendance and the group introduced themselves
- DT mentioned that the 'future' of the group will be discussed towards the end of the meeting. DT reflected positive inclination for the Procurement SIG group to continue and come together in the near future to review the Procurement page and to ensure resources are kept up to date
- Shaun McCarthy (SM) gave the group an update on the resources he reviewed for use on the Procurement landing page on the new School website. He advised that he has structured the document to reflect feedback collected from the group. SM welcomed any further feedback from the group
- SM reinforced that he would like to structure the Procurement related resources via the CIPS wheel
- The new School website platform will provide more flexibility for the group. SM provided the group with an update on the maturity matrix that will be embedded on he new platform.

2. Website update

- SM explained the reasons for the School's shift on to a new website platform, highlighting that the School sought new website developers to meet the School's expanding demands
- SM gave the group a breakdown on what the new website structure will look like and advised that the 'Procurement' page will sit under the 'Learn' section of the sshool
- The group asked whether all 'priority suppliers' will be transfeered over to the new platform and SM reassured the group that this will be feasible
- SM provided the group with an update on the category groups and their outputs: Labour group, Plant group and the upcoming Wellbeing and Waste category groups.

3. Feedback of resources

- SM thanked the sub working group, who reviewed 70% of resources relating to Procurement
- SM updated the group on feedback collected from the sub working group

E-learning Modules that could form part of a Procurement-Specific user journey

Relevance to Procurement	
Level 5 (very appropriate)	8 modules
Level 4	5 modules
Level 3	3 modules
Level 2	2 modules
Level 1 (not appropriate)	1 module

Positive Results!

8 of our current modules are rated top in terms of relevance to a Procurement Professional

- SM advised that technical issues have been ressolved such as typos, link errors, etc.
- Some feedback on particular resources, requires additional actions that the team are working on (specified on the slide deck).
- SM confirmed there will be a new web domain for the Procurement section in line with new website design

4. CIPS Feedback

Sheena Donaldson (SD) from CIPS advised that conversations are still ongoing with her internal team. SD mentioned that CIPS have a new Director (membership and knowledge) and the Director would like the School to identify clear routes of partnership, whereby members will clearly be reffered back to the CIPS learning journey, as well as completing SCSS resources. SM mentioned that additional conversations can take place, between the School and CIPS, to discuss future options.

SD identified that, at present, the School is unable to refer to the CIPS Procurement wheel when structuring the Procurement related resources. In turn, the School will look for an alternative way to display and structure the resources on the Procurement landing page.

5. Future of the group

- DT asked the group how they felt about continuing the Procurement SIG group and whether those interested should meet regularly to facilitate best practice for Procurement professionals
- The consensus of the group was that they want to keep the group active as it's a very useful forum for Procurement professionals to meet and discuss. The group were keen to host meetings virtually to allow for more flexibility
- Individuals also highlighted that they are keen and invested in implementing the key outcomes of the group, whilst mentioning the importance of having communication between all the category groups within the School
- DT concluded that the group will remain active, meeting every 3 months on a virtual and possibly face to face basis.

Action: Please advise if you no longer want to be included in future Procurement meetings and communications, by the 28th February 2019