

Date: 29th November 2018

Where: Keir's offices, St Mellon Business Park

Attendees: Ross Primmer (Action Sustainability), Julie Timothy (Bouygues), Sian Davies (Bouygues), Donna Griffiths (CITB), Laura Beddis (Galliford Try), Emma Bull (ISG), Jess Morgan (Kier), Phillip Church (Morgan Sindall), Paul Parkinson (Supply Chain School), Rosie Watts (Supply Chain School)

Outstanding actions:

The group was informed of the current outstanding actions:

- Group to select deputy chair of the Wales School
- Partners who have not yet taken up workshop opportunities to confirm which workshops they would like the school to run for them.
- School to develop an infrastructure supplier day (in progress)
- School to continue to develop a new Wales learning resource

Deputy Chair:

The role of Deputy Chair involves assisting the current Chair of the Wales LG (Wyn Prichard) when he is unavailable with duties such as driving forward the Wales Leadership Group and chiring events. Please contact Paul Parkinson if you would be interested in filling this role.

Workshop opportunities:

Partners of the Supply Chain School in Wales benefit from one training workshops for their staff/supply chain each year. These are organised and delivered by the school.

The workshops can be internal (for your colleagues or supply chain) or external (open and marketed to anyone within the school). The workshops can also be joint events where they are hosted by two or more Partners.

The school is also happy to assist where we can with Partner events whether this be a stand or a speaking slot.

It was mentioned during the meeting that Morgan Sindall have a supply chain event taking place on the 21st February where they would like the school in attendance. Bouygues also expressed interest in the school attending an event that they are planning at the end of March, they would also like to run a FIR event.

Emma Bull from ISG highly recommended to the group that partners host a Modern Slavery workshop. This is following ISG hosting a Modern Slavery workshop on the 23rd November, it was explained that workshop provided a real insight of Modern Slavery and how to combat it.

Actions:

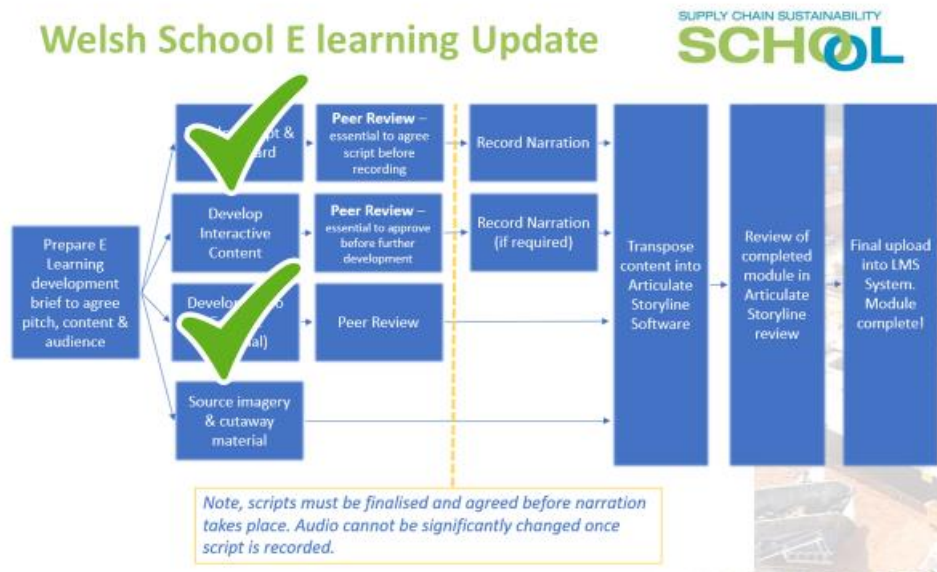
- Rosie to resend the list of workshops to the group
- Rosie to follow up with Partners that have not yet taken up a workshop
- Rosie to contact Morgan Sindall and Bouygues regarding the events they have scheduled
- Paul Parkinson to provide Paul Wintle's details from Construction Future Wales to Laura Beddis from Galliford Try
- Rosie to send the group video produced by Stronger Together which focuses on tackling Modern Slavery in the construction sector

Infrastructure Supplier day:

An infrastructure supplier day in Wales is in the pipeline. The event is going to be held in February/March further information will be distributed.

New E-learning module for Wales:

The group was advised that the new e-learning module for Wales will be focused on the Wellbeing Future Generations Act as previously agreed by the LG. Ross Primmer from Action Sustainability showed the group the image below which explains process for all e-learning modules.



It was then explained to the group that script for the e-learning module had been completed. As part of the e-learning process all e-learning modules need to be peer reviewed by two Partners before they are made live on the website.

Ross also suggested incorporating the Welsh Government's views regarding the module so that further expertise is applied to ensure that the content is relevant. Donna Griffiths (CITB) mentioned that she has a contact within Welsh Government that could assist with this process. It was also mentioned that two events focusing on the Act are being held on the 4th and 24th January respectively.

Actions:

- Partners to contact Ross Primmer – Ross@actionsustainability.com if they would like to peer review the e-learning module
- Group to contact Ross if they would like to be involved with filming for the e-learning module

Business Plan:

The group was shown the Wales school's current performance:

Target: End March 2019	November
500 active School 'company' members	829
6 New Partners	2/6
Supplier days	2/ 3
Learners @training	431 / 400
10 Training workshops	8/ 10
200 self-assessments	100/ 200
Reassessments	32 / 100

The table above shows that Wales needs to increase assessments and re-assessments in order to meet the targets. It was mentioned during the meeting that this engagement could be achieved by creating a Wales partner dashboard, where all Wales partners priority supplier lists are uploaded onto one dashboard. This would then allow partners to collaboratively follow up with suppliers regarding completing assessments and achieving membership levels within the school. This would then enable the school and partners to monitor the results.

Actions:

- Rosie to contact partners who have not provided a list yet
- Rosie to ask partners who have already provided a list, for an updated list to ensure the data is up to date.
- Rosie to develop a Wales dashboard

Business Planning

The group was then asked their thoughts on the current activities, creativity, opportunities and threats for the school to develop the Business Plan for the coming financial year:

Current activities: What should the School do more of, the same of or, stop doing?

- More collaboration needed with workshops from the group and with regard to hosting and marketing of workshops. A workshop grid could be created for workshops within the Wales School and all of these workshops would be 'open' to all of the supply chain.
- Availability – workshop limit to increase due to the leadership group expanding

Opportunities/ creativity: What are the opportunities for the school to better address sustainability issues in the supply chain?

- Modern Slavery Ambassadors – the school currently has FIR ambassadors however at the moment there is only an initial combating Modern Slavery workshop. A Modern Slavery Ambassador session could be the second level of training which could enable action and results.
- Relationships to be developed with other organisations such as Constructing Excellence
- Identifying knowledge gaps in learning so that workshops can be more tailored this could be achieved through a Wales partner dashboard, as mentioned previously.
- Attracting the younger generation to the industry
- Retaining resource and lowering attrition rate
- Topics to focus on: Mental Health and Wellbeing, timber, designing out waste, social value and social enterprise initiatives, drugs and alcohol on site, engaging vocational colleges, drylining, refurbishment and decarbonisation, Off Site (with a particular emphasis on Schools).
- A supply chain school award could be implemented alongside Partners' award ceremonies

Actions:

- Rosie to look at topics suggested and create a workshop grid which contains 10 workshops and timeline.
- Once grid is approved by the group, Rosie is to contact Partners for a room for each workshop.

AOB:

- ✓ Next session is on the 31st January 2019 from 11am – 1:00pm at Kier Construction, 1st Floor, Conway House, St Mellons Business Park, Fortran Road, St Mellons, Cardiff