

Date: Thursday 12th September 2019

Attendees: Helen Carter (Action Sustainability), Manish Tailor (Vinci Construction); James Callaghan (VGC); Sean McGinley (McGinley Services) Andy Burrows (Lynch Plant Hire); Emilie Paud (Bouygues UK); Robyn Conway (Supply Chain Sustainability School) Andreas Gottfried (Hercules Construction) Alex Trautrim (University of Nottingham); Kevin Alexander (Achilles)

Summary of actions & notes

Outstanding Actions		
No	Action	Responsible
1	Submitted resources to be divided up into key stakeholder sections following – who it is for, what does it tell them and how does it help – Will be integrated into the resources workstream – action closed	Note
2	A business case document needs to be produced that can be used by the /partners when engaging with the stakeholders and potential signatories – Outstanding – to be produced by November for review by the working group	Helen Carter
3	The principles of the commitment will be put into the school website and linked to the implementation support resources and potential assessment methodologies – Will be integrated into the work plan for the maturity matrix and the resources development work stream – action closed	Note
External Stakeholder Feedback		
4	The group were provided with an overview of the external stakeholder workshop. Summary of the feedback was provided with the agenda as well as additional resources. Helen to recirculate charter feedback and identified resources to the group - Circulated with the minutes 25/9/19	Helen Carter
5	The charter has now been adjusted to take into consideration final consultation and has now been closed off – Helen to circulate the final charter – Circulated with the minutes 25/9/19	Helen Carter
6	The charter will be launched on the 15 th January (this has been moved to avoid clashing with Brexit and to ensure the development of supporting resources) – venue to be confirmed – Partners to let Helen know if they have a venue that can hold 100 people for the charter on that date	All
7	So far we have 5/6 potential signatories for the charter: <ul style="list-style-type: none"> ✓ Anderson Acoustics (School Member) ✓ Vinci Construction (Main Contractor) ✓ Danny Sullivan (Labour Provider) ✓ Hercules (Labour Provider/Civils) ✓ HS2 Procurement (JV - Client) – Tentative ✓ Fortel (Labour Provider) <p>The group has set a target of 10 signatories before the launch with ideally 1 – 2 external stakeholder organisations e.g. GLAA, CIOB, ACAS etc</p>	Note

Break Out Group Activities & Outputs		
8	<p>Group One – We will be launching the People Matter Charter on the 15th January 2020</p> <p>In your groups discuss:</p> <ul style="list-style-type: none"> ✓ Potential agenda for the event ✓ Potential speakers for the event ✓ Marketing potential for the event ✓ Activities or workshops for the event ✓ Resources required for the event ✓ How can this event be memorable and interactive 	Activity Note
9	<p>Group Output:</p> <ul style="list-style-type: none"> ✓ Full day event ✓ Include self assessment against the maturity matrix <p><i>Potential Speakers;</i></p> <ul style="list-style-type: none"> ✓ 4 -5 representatives signed up to the charter “why is it important for business” ✓ Speaker from school to introduce the charter and the 8 commitments ✓ Person involved in putting together the e-learning modules and learning materials on the website (navigate the support through the school) ✓ External stakeholders (ACAS – Union etc) ✓ External speaker on personal experience connected to a few of the commitments <p><i>Marketing;</i></p> <ul style="list-style-type: none"> ✓ Use the reach of the partners to share their own supply chain – social media channels, e-mails etc ✓ Use external stakeholders ✓ Partner internal comms and newsletters etc ✓ Industry media – construction news, enquirer etc ✓ Need to ensure that we have a post event marketing plan in place as well ✓ Badges – Can we look at adding one to use on marketing ✓ Also consider the role of procurement <p><i>Activities and workshops;</i></p> <ul style="list-style-type: none"> ✓ Self assessment against the matrix – ask for volunteer to share their position/experience of this ✓ 8 stalls linked to each of the commitments/intent for companies to learn from a business further on the journey ✓ Q&A for people visting the stalls. <p><i>Resources;</i></p> <ul style="list-style-type: none"> ✓ 8 stands for each commitment ✓ Materials for each stand ✓ QR codes ✓ Board to sign up to ✓ Printed version of each matrix at each table for self assessment <p><i>Memorable/Interactive;</i></p> <ul style="list-style-type: none"> ✓ Learning Centres ✓ QR Codes at each stall – takes people to resources and each topic ✓ Ask companies to sign up at each event 	Note

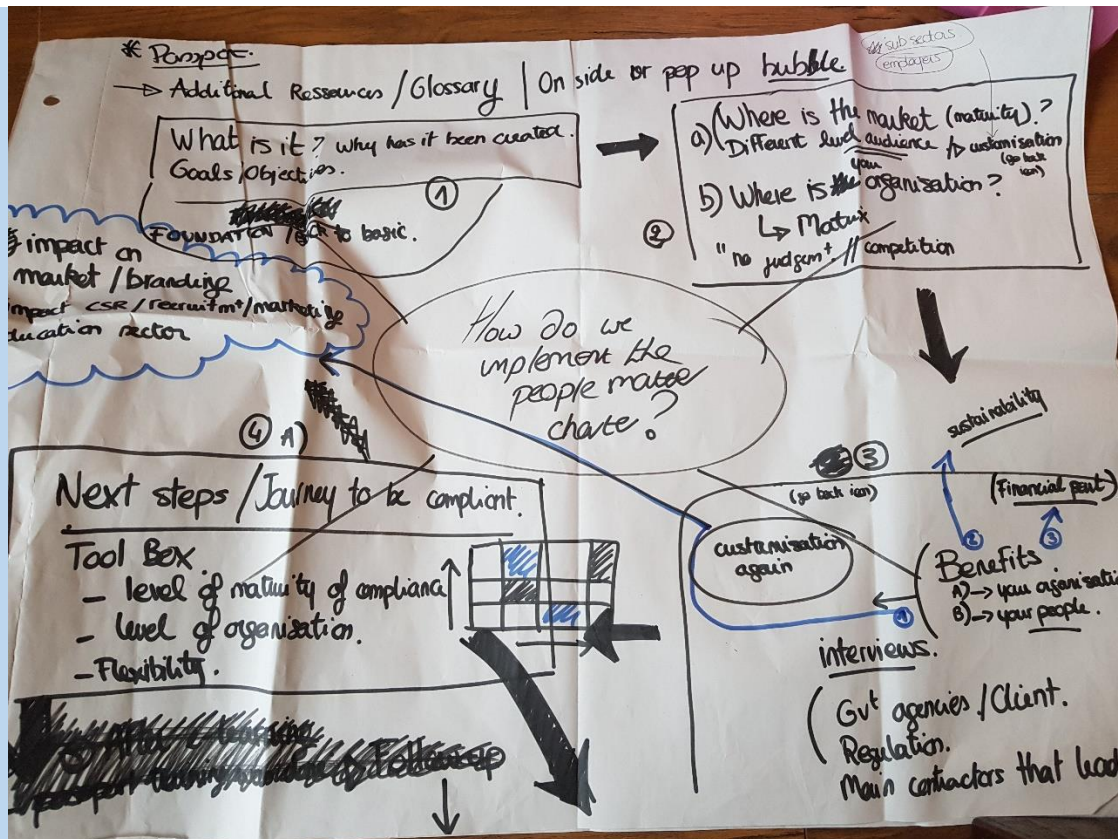
	<p><i>Potential Agenda;</i></p> <p>AM</p> <ul style="list-style-type: none"> ✓ Launch of the day – Why are we here? What is the charter? ✓ 4/5 speakers from signatory companies (Presentation/panel?) ✓ External guest speaker <p>Coffee Break</p> <ul style="list-style-type: none"> ✓ Self Assessment (30 minutes) ✓ External Speaker <p>Lunch break/PM</p> <ul style="list-style-type: none"> ✓ Lunch while people go round the stands & network ✓ Q&A session ✓ Sign up ceremony ✓ Closing speech and call to action 	
10	Activities, agenda and scope for the launch day to be discussed and developed with the events team in the school and plan developed for the session – Helen to lead	Helen Carter
11	Circulate launch event plan to partners and ask for event volunteers in terms of supporting the development and support on the day – Partners to inform Helen if they would like to support 1 week after issue	Partners
12	<p>Group Two – At the launch we would like to introduce the resources to website, members can use to implement the charters requirements. In addition to this the group has asked for a method of assessment that can be used to demonstrate how organisations are working along their journey in implementing the charter requirements</p> <p>In your groups discuss;</p> <ul style="list-style-type: none"> ✓ What resources should we have available on the website ✓ What resources should we make available on the website ✓ What does the maturity matrix look like and what should it include – consider the following questions; <ul style="list-style-type: none"> ○ To what extent should we require evidence? ○ How does audit fit in here? ○ Should this be automated within the school platform? ○ Do we know of any investment funds that can be accessed to support the development 	Activity Note
13	<p>Group Output:</p> <ul style="list-style-type: none"> ✓ Website/Page – Landing pagehosted by school ✓ Need a learning pathway through self assessment for members and partners – questions should be linked to a diagnostic? ✓ Roles that need resources: <ul style="list-style-type: none"> ○ Senior Management ○ Category Buyers ○ Purchasing ○ Supply Chain ○ HR 	

- ✓ The key is to link the messaging to the role and the resources should help
- ✓ Each commitment to have a high level explanation and element of interactivity
- ✓ Leads to self assessment – maturity matrix
- ✓ Maps to resources

Maturity Matrix;

- ✓ Hierarchy for the assessment levels could include:
 - Awareness
 - Targets/Statement
 - Policy
 - Self Cleaning/Self Monitoring
 - Documented procedures and processes
 - 3rd Party certification
- ✓ EDI/FIR to include references to;
 - FIR Ambassadors
 - Equality Act
 - Fair Appeals
 - Integrating with other organisations
 - Policies
 - Gender Pay Gap
 - Gender Diversity Reporting
- ✓ Employment, Skills & Training to include references to;
 - Strategic workforce plan
 - Resilience
 - CITB – Framework
 - Government Targets –
 - Apprenticeships
 - Flexible working – back to work
 - Forces – Army
 - Ex Offenders
 - Vulnerable People
 - Minorities
 - *(Note need to be clear where this sits – group considering more suited to EDI/FIR)*
- ✓ Mental & Social Wellbeing to include references to;
 - Staff Dialogue
 - Work/Life – Working Hours
 - Openess
 - Commuting
 - Mental Health First Aiders
 - Supply Chain included in the stats
 - Employee perks
 - Well person checks
 - Feedback tools – e.g. App
 - Working environment – site/office
 - ISO4501 – Work place risks/occupational health and saftey
 - Well being group – link to this group and its outputs

	<ul style="list-style-type: none"> ✓ Living Wage to include references to; <ul style="list-style-type: none"> ○ Accreditation to the Real Living Wage Foundation ○ Evidencing the supply chain are paying the living wage ○ Provide a plan to pay or not pay the living wage ○ LWF training ✓ Human Rights in materials supply chains to include references to; <ul style="list-style-type: none"> ○ Heat mapping – at what level ○ Managing risk ○ Category Management ○ ISO20400 ○ Modern Slavery Registry ○ Training provision – external bodies ○ Anti slavery toolkit Notts University ○ Lifecycle ○ ETI Base Code ✓ Right to work to include references to; <ul style="list-style-type: none"> ○ At lowest level – passport checks and appropriate tax status ○ Highest level – training to spot fraudulent activity and regularity ○ Enhanced reference checking and training ✓ Modern Slavery to include references to; <ul style="list-style-type: none"> ○ GLAA Materials ○ Supply chain school resources ○ Construction Protocol ✓ Payment Mechanisms to include references to; <ul style="list-style-type: none"> ○ Tax status of workforce ○ Public Sector v Private Sector (IR35 compliance) ○ Processes in place 	
14	<p>Combine the above outputs with the stakeholder feedback and expert contribution within the school & its partnership and produce an initial draft for comment by week commencing 21st October – Helen to co-ordinate and circulate to partners and interested parties for comment and review</p>	Helen Carter
15	<p>Group three – We have budget to produce an e-learning module to support the charter and the work the labour group has undertaken.</p> <p>In your groups discuss;</p> <ul style="list-style-type: none"> ✓ The theme for the e-learning module ✓ The target audience ✓ Level of the audience (e.g. beginners, intermediate or advanced) ✓ Key themes to be included (consider developing a mind map) ✓ Key interviews to be included in the e-learning module ✓ Who would like to be involved in the peer review of the script and the and the peer review of the final module draft. 	Activity Note
16	<p><u>Group Output;</u></p> <p>The following output was produced:</p>	



For all the case studies and areas within the e-learning include:

- ✓ Top Tips
- ✓ Guidance
 - Links to resources and guidance
- ✓ FAQ's (consider chat, dynamic etc)

17 Map to be translated into E-learning scope document and circulated round to partners for review – Helen to produce and circulate by the end of October

Helen Carter

13 Date of next meeting – 20th November – 10.00 – 13.00
Can partners please contact Helen Carter if they have a venue available for use?

Partners