

Date: 2nd December 2019

Attendees: Helen Carter (Action Sustainability), Manish Tailor (Vinci Construction); James Callaghan (VGC); Emilie Paud (Bouygues UK); Robyn Conway (Supply Chain Sustainability School) Andreas Gottfried (Hercules Construction); Matt Harris (Costain); Eibhlin Flynn (Danny Sullivan); Paul Skitt (Flannery Plant); Amar Sandhwalia (Fortel); Fiona Burke (McGinley); Sophie Jones (SCS Railway)

Summary of actions & notes

Notes & Actions		
No	Action	Responsible
1	The group divided up into small groups and reviewed the content of the draft of maturity matrix. The comments collected were placed onto the draft matrix and circulated with the minutes of the session	Note
2	Comments to be reviewed and draft 3 of the matrix produced – to complete and circulate to the group by <u>Friday 6th December 2019</u>	Helen Carter
3	Feedback on the wording and levels etc back to Helen by end of play <u>Wednesday 18th December 2019</u>	All
4	The group want to ensure that the levels on the matrix are not attributed to levels of accreditation and so they will be renamed in line with the school levels. Namely: <ol style="list-style-type: none"> 1 Beginner 2 Intermediate 3 Advanced 4 Expert 5 Leader 	Note
5	It is also important to ensure that the message accompanying this relates to a roadmap and journey of best practice and this is not a compliance – maybe change the name to the “People Matter Roadmap”	Note
6	Something for consideration is the need to evaluate and measure the outputs from this document. Session on how we evidence success and measure will be included in the agenda for the next meeting in January 2019	Helen Carter
7	It was noted that we need to ensure that it is clear what is required at each level so limit subjectivity and ensure that the roadmap is objective.	Note
8	There are partners who have a good knowledge in relation to some of the key areas and have agreed to draft content – these include: <ul style="list-style-type: none"> ✓ Payment mechanisms – Fortel ✓ Living wage – National Grid 	Note
9	Draft levels on the roadmap for payment mechanisms ranging from compliance at beginner level to strategic and management considerations at leadership level – submit to Helen for addition to the draft roadmap by <u>Wednesday 18th December 2019</u>	Amar (Fortel)
10	Review submission for living wage elements and amend accordingly – submit to Helen to be added to the draft Roadmap by <u>Wednesday 18th December 2019</u>	Nathalie (National Grid)

11	The launch event is now live on the system and ready for registration - https://learn.supplychainschool.co.uk/local/tlactionplans/resource_intro.php?id=3649&modtype=tlevent	Note
12	All group partners to promote the launch of charter internally with their organisational stakeholders and strategic supply base. Submit an <i>engagement plan</i> and which supplies/subcontractors you are encouraging to attend the session and potentially sign by end of play <i>Friday 20th December 2019</i>	All
13	<p>The event agenda is as follows:</p> <ul style="list-style-type: none"> ○ Welcome and introductions – why are you here and what is the charter ○ Panel discussion – attended by the partners who have already signed ○ Evaluate your business against the maturity matrix – are you already on the journey? ○ Early adopters – a chance to sign the charter ○ Why is this essential <ul style="list-style-type: none"> ▪ Lets here from <ul style="list-style-type: none"> • Apprentice – a presentation from an apprentice and the experiences they have had – good and bad <ul style="list-style-type: none"> ○ Partner & Stakeholder Panel discussion – what makes good skills and development • EDI – my experience on site <ul style="list-style-type: none"> ○ Partner & Stakeholder Panel discussion – why is EDI important in addressing issues with recruitment, development and retention • Slavery – Victim video/Blood Bricks? <ul style="list-style-type: none"> ○ Partner & Stakeholder Panel discussion - why is Modern Slavery still an issue and what should organisations be implementing as a minimum • Wellbeing – Mental health speaker <ul style="list-style-type: none"> ○ Partner & Stakeholder Panel discussion – the evolution of the wellbeing agenda in construction ○ Round Table Discussion – table per commitment lead by partners ○ Have we convinced you to join us? – Opportunity to sign ○ Close 	Note
14	I need to add names to elements of the agenda so can you please review the areas below and let me know if you can introduce me to anyone who would be willing to speak or/sit on a panel discussion?	
15	Apprentice – we need a speaker who can give us a 10-minute presentation on what it is like being an apprentice and what they get out of the process I also need 4 partners representatives who would like to sit on a panel and discuss their approach and answer questions about skills development etc – I currently have Flannery on the panel but need 3 more – can you please let me know who would you would recommend for either by <i>Friday 13th December 2019</i>	All
16	EDI/FIR – we need a speaker who can give us a 10-minute presentation on their experience of bullying or discriminatory practices in the industry and why EDI is important. I also need 4 partners representatives who would like to sit on a panel and discuss their approach and answer questions about EDI – I currently have Murphy’s on the panel but need	All

	3 more – can you please let me know who would you would recommend for either by <u>Friday 13th December 2019</u>	
17	Slavery – I am currently speaking to someone who will be presenting the supply chain issues in relation to blood bricks so do not need a speaker for this However I need 4 representatives who would like to sit on a panel and discuss their approach and answer questions about modern slavery both at site level but also in terms of supply chain transparency – I currently have the GLAA on the panel but need 3 more – can you please let me know who would you would recommend for either by <u>Friday 13th December 2019</u>	All
18	Wellbeing - we need a speaker who can give us a 10-minute presentation on their personal experience with mental health or wellbeing issues (I appreciate that is challenging but I have seen some great brave presenters in this space) I also need 4 representatives who would like to sit on a panel and discuss their approach and answer questions about Wellbeing – can you please let me know who would you would recommend for either by <u>Friday 13th December 2019</u>	All
19	We will be having a film crew at the event and will be looking for quotes and interviews so could you please let me know if you are happy to be filmed	All
20	We will need leads on each of the table for the roundtables so again can you please nominate someone from your organisation to lead on any of the following themes; <ul style="list-style-type: none"> ✓ EDI ✓ Skills & development ✓ Wellbeing ✓ Living Wage ✓ Labour standards & Human rights in the supply chain ✓ Modern slavery ✓ Right to work ✓ Payment mechanisms <p>Can you please let me know names and e-mails by <u>Friday 13th December 2019</u></p>	All
21	Business plan priorities – the group discussed several areas for focus in 2020/21. The key priorities included; <ul style="list-style-type: none"> ✓ Develop and deliver supporting materials for the supply chain in embedding the “People Matter Charter” ✓ Research and development of the “Future Skills Strategy” ✓ Development plan and output definition for Future Skills Strategy ✓ Measurement and impact of 12 Months of “People Matter Charter” ✓ Other sectors review of “People Matter Charter” ✓ External recognition of the “Charter” 	Note
22	Helen to draft priority areas into outputs and objectives and submit to the group and the board for approval – To be completed by <u>Friday 6th December 2019</u>	Helen Carter
23	Thanks to everyone who purchased cake in order to raise money for the modern slavery helpline. I hope you all enjoyed them and more importantly are still standing 😊 we raised £62 for this which is really good for cupcakes and as promised please find the link to donate if you would like to. https://www.unseenuk.org/helpline-appeal - if you donate over the next couple of days your donation will be doubled.	Note

24	Next meeting – 23 rd January 2020 - Bouygues - Becket House, 1 Lambeth Palace Road, London SE1 7EU	Note
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