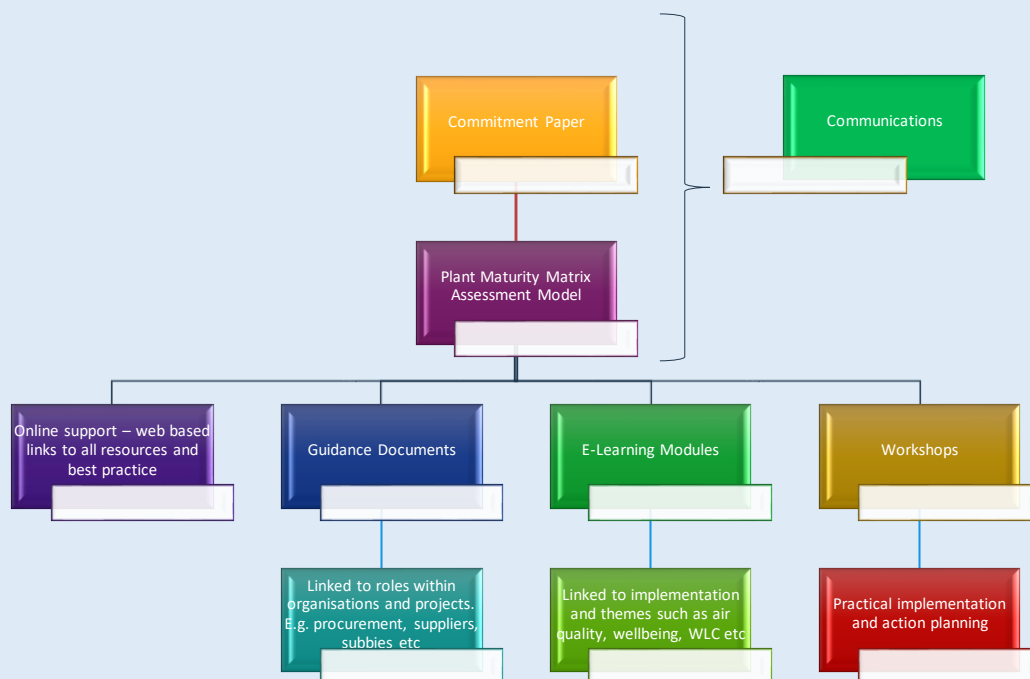


Date: Thursday 21st November 2019

Attendees: James Cadman (Action Sustainability); Paul Whitehead (Highways England); Phil Wright (WP Group); Sam Peet (Speedy); Chris Gill (Lynch Plant Hire); Alex Pinnington (Barratt Developments); Lara Young (Costain); Alistair Donaghey (Willmott Dixon Construction); Thomas Barret (Kilnbridge); Mark Clouter (WP Group); Andrew Reed (GAP Group); Richard Arnold (Speedy); Martin Brawn (SMT)

Summary of actions & notes from the Plant Category Group (PGC) meeting

Plant Group – Introductions and outstanding actions		
No	Action/Note	Whom
1	Noted that the PCG Minimum Standards paper is now on the School website at https://www.supplychainschool.co.uk/markets/plant-group/ . Similarly, the Air Quality Toolbox talk / video and the longer e-learning are located there too. Scroll further down and you will find a dropdown menu for the Plant Group Meeting Minutes.	Note
2	The draft Commitment Paper , updated since the last meeting on 11 th September, was discussed. The general feeling is that it was suitable and fits well with other organisation's on pollution. Highways England stated they could sign it. Next stage is finalise it and get PCG Partners to socialise it with their suitable representative to get signature and commitment. <ul style="list-style-type: none"> Action: Finalise Commitment Paper, and develop a short slidedeck to describe the purpose, aims and outputs of the PCG for Partners to use with their internal stakeholders Action: PCG Partners to socialise the Commitment Paper with their internal stakeholders with a view to getting Commitment 	School Partners
3	Discussion on communications about the PGC. We are now in a place to do more comms, building on the successful Supplier Day held on 22 nd March 2019 at Hatfields, London with speakers from HS2, Skanska/Volvo, Flannery and WP Group, with 100 attendees. One particular point was a general agreement to organise a second supplier day in 2020, akin to the one this year. <p>Along with the existing materials on the School website, mentioned above, we should now develop a consistent Communications piece. This could well be similar to the slide deck described above, wherein the benefits of the PCG are explained and disseminated in a consistent fashion. Such a 'PR' piece can then link to other documents such as the Commitment Paper, Maturity Matrix (see below) and the Min Standards Guidance document.</p> <ul style="list-style-type: none"> Action: develop a communications plan to include aspects such as high-level messaging document(s) with a single-voice from all PCG Partners (relating explicitly to the Commitment Paper and supporting documents) demonstrating the benefit of the work and how others can get involved. This is depicted in the diagram below. Action: develop timeline and content for a second supplier day in March 2020. 	School School



4 We worked in groups and discussed the draft **Maturity Matrix (MM)** for its workability and routes to verification. Some of the main points were:

- Provide worked examples where relevant. More widely produce a supporting guidance documents on how to use the MM and show alignment with it
- Adjust the language so that entry level 1 demonstrates the contractor are actually doing something, not just planning to and that they have to do some work to reach level 1 (whilst not creating too high a barrier to entry)
- Merge *life cycle investment strategy* with *disposal*
- Keep the MM agnostic of plant types
- Widen out *Operator Behaviour Training* to *Organisational Culture/Behaviour Change*
- Consider merging *Maintenance, Oils and Lubricants* with *Utilisation & Measurement of Fleet*
- **Action: update and circulate revised version of MM to PCG Partners.**
- **Action: develop supporting guidance**

School

5 The Group agrees there is a need to **engage more stakeholders** on the outputs the group would like to produce and the engagement with the industry. CPA have already been engaged and attended September's meetings. We undertook a stakeholder mapping exercise and discussion. The prime stakeholder organisations and groups were:

- CITB
- NOCN (own CSCS card) training organisation
- Professional bodies: IOSH, IEMA, CIPS
- Regulators: Ofwat, Ofgem

	<ul style="list-style-type: none"> • More clients, e.g. Environment Agency, HS2, HAL, TfL & GLA • OEMs and the Construction Equipment Association • Action: develop the stakeholder map further and assign tasks to PCG Partners and School to identify and then engage key contacts in the stakeholders (using the over slide deck mentioned above) 	School & Partners
6	<p><u>Business Planning</u></p> <ul style="list-style-type: none"> • An event – mentioned above, that will say what we've done and the benefits/impacts, what we're going to do, where you can get involved. • How can the PCG influence clients and policy more and change the industry? Develop our role and position of influence • Cross reference the School's groups to share in the activities and developments 	Note
7	<p>Date of next meeting – 30th January 2020 – 10.00 – 13.00 Venue TBC</p>	Note