

**Date:** 9<sup>th</sup> July 2021

**Attendees:** Helen Carter (Action Sustainability); Nathalie Ritchie (National Grid); James York (Costain); Gareth Morris (Morson International); James Bruce (HE Simm); Alfie Gilbert (Action Sustainability); Chloe Simmons (Highways England); Manish Tailor (Vinci); Andreas Godfried (Hercules); Jamie Farrington (Sisk); Sadia Ahmad (Highways England); Andy Sweeting (DfT); Chris Winfield (Hercules); Danielle Hayford (HE Simms); Emma Jane Allen (Action Sustainability); Gareth Rondel (CHAS); Craig Marsh (Wates); Ruairi Coffey (Danny Sullivan); Michael Sedgwick (EKFB); Anna Challenger (Hercules); Brookes Parsons (Danny Sullivan); Georgia Holden-Clarke (Danny Sullivan); Amish Chauhan (Kier); Jane Marshall (Environment Agency); Mark Warrilow (HS2); Stephen Barrett (EU Skills)

### Summary of actions & notes

Notes & Actions		
No	Action/Note	Responsible
1	We have started to receive the case studies from the signatories which will be housed here - <a href="#">People Matter Charter   Supply Chain Sustainability School (supplychainschool.co.uk)</a> <i>Can all signatories in the labour group who committed between January – August 2020 have the case studies ready to upload by <b>Friday 27<sup>th</sup> August 2021.</b></i>	All signatories
2	Presentations were made by Stephen Barrett (EU Skills), Andy Sweetings (DfT) and Mark Warrilow (HS2) – <b>Please note slides are not for general population circulation – slides and guide to be included with the notes from the session – Slides included in attached deck with notes - Complete – July 2021</b>	Helen Carter
3	Requirements to look at the People Matter Charter and, in some cases, commit to it are now embedded in Lovells, Old Oak Common (Vinci) and National Grids procurement requirements.	Note
4	The automated roadmap is now due for launch on the 28 <sup>th</sup> July 2021. The tool will be demonstrated at a lunch and learn on that date. Registration details provided here: <a href="#">VIRTUAL: Launch of the Automated People Matter Charter Roadmap (supplychainschool.co.uk)</a>	All
5	Helen to demo the tool at the next Labour Group meeting on the 27 <sup>th</sup> July 2021 before the official launch on the 28 <sup>th</sup> – <b>Included in the agenda for the 27<sup>th</sup> circulated with these notes.</b>	Helen Carter
6	The group requested some comms support from the school once the launch is underway ready for the big push in September/October. Helen to work with Lydia to develop this and circulate this to the group.	Helen Carter/Lydia Higgins
7	The group were asked to explore what skills engagement work they were undertaking as part of their supply chain activity. Appendix 1 is a copy of the output from the jamboard.	Note
8	In a lot of cases the focus is on upskilling and addresses skills shortages rather than enabling the supply chain to improve their own approaches to skills and competency development.	Note
9	There are a lot of initiatives and collaborations relating to skills and development and it is therefore felt by the group that additional collaborations are not required.	Note
10	The group, however, feel that the school can provide comms and information on best practice and how these collaborations are working through events like Business Bytes and Lunch and Learns. Themes for consideration in the school include: <ul style="list-style-type: none"> <li>1) Competency v Skills (the conversation about how we ensure that skills development builds competency into the workforce)</li> </ul>	Helen Carter

	<ul style="list-style-type: none"> <li>2) Measuring the impact of skills strategies (how do we move to outcome/impact assessments)</li> <li>3) How collaboration is key to delivering effective skills strategies</li> <li>4) How the supply chain can utilise schemes like apprenticeships to drive their skills development requirements and how to manage the process</li> </ul> <p><i>Helen to discuss opportunities and availability with the events team and report back at the next labour group meeting</i></p>	
<p><b>11</b></p>	<p>Next meeting – 27<sup>th</sup> July 2021 – 10:00 – 12.30 – Teams Meeting – the theme for this meeting will be People Matter Charter &amp; Social Value</p>	<p>Note</p>

Appendix 1 – Skills Engagement Activity Output

Activity

Supply Chain Activities	What questions for PQQ, ITT etc	What does support look like through the school
<p>Creating a revised Apprenticeship Strategy, including PQQ's for providers to establish high quality training and mentorship</p> <p>MT - Part of our commitment to HS2 - flowed down to supply chain</p> <p>EU Skills Accord</p> <p>Taking collaborative Labour Desk approach to achieve SEE targets and Initiatives as a team and share best practice amongst organisations</p> <p>NR- Request evidence of strategic workforce planning through PSA annual report</p> <p>NR - Signatory to People Matter Charter which we promote with supply chain - requires evidence of skills development</p> <p>As a labour supplier within many supply chains it's vital we utilise local authority funding for training on these huge infrastructure projects</p> <p>Secured funding from CITB CSF to train 500+ local people to work on the project.</p>	<p>EKFB -Include question set in balance scorecard and assessment criteria. Packages weighted on impact they are able to have in skills agenda i.e. Labour package heavily weighted to skills agenda</p> <p>EKFB - Clause included in all contracts to detail reporting requirements and that all data must be reported via the EKFB Sustainability tool.</p> <p>PQQ Questions and Achilles UVDB</p> <p>NR - Promoting as part of contract management discussions if a relevant issue</p> <p>Created a Procurement Activity Spreadsheet, that automatically calculates a Subcontractor's number of Skills, Employment, Education targets, aligned to their proposed Contract Value. The table includes a number of Activities, each with different scores that are then selected to meet the total target</p> <p>Requirement for Supply Chain to deliver activities with designated partners</p> <p>MT - PMC not mandatory, but a question in our ITT</p>	<p>EKFB - Mobilising the SCSS/Action Sustainability tool has been a great help - would have been better if our client had led on this HS2 route wide</p> <p>EKFB - Utilising Learning pathways to up skill supply chain</p> <p>Creating LEarning Pathways through SCSS</p> <p>The People Matter Charter; should it be a prerequisite/aim for on Tenders, particularly if part of Labour Groups. This would help with aligning and driving higher standards - CW</p>