

**Date:** 15<sup>th</sup> March 2021

**Attendees:** Helen Carter (Action Sustainability); Robyn Conway (Supply Chain Sustainability School); Nathalie Ritchie (National Grid); James York (Costain); Gareth Morris (Morson International); Jane Forbes Urwin (Reliable); Maurice O'Mahony (Danny Sullivan); James Bruce (HE Simm); Alfie Gilbert (Action Sustainability); Claire Bradbury (Action Sustainability); Eugene Meehan (O'Neil & Brennan); Fiona Burke (McGinley's); Chloe Simmons (Highways England); Manish Tailor (Vinci); Andreas Godfried (Hercules); Andy Burrows (Lynch Plant); Emmanuelle Houdebine (Siemens); Jamie Farrington (Sisk); Amar Sandhawlia (Fortel)

### Summary of actions & notes

| Notes & Actions |                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |
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| 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 2020 and March 2020 have the case studies ready to upload by Friday 16<sup>th</sup> April 2021.</i>                                            | All signatories |
| 2               | Clare Bradbury provided an update on the output from the Wellbeing SIG – <i>slides and guide to be included with the notes from the session</i> – <b>Slides included in attached deck with notes and guide can be found here</b> <a href="#">Wellbeing-in-the-Built-Environment.pdf (supplychainschool.co.uk)</a> - <b>Complete – March</b>                                                                               | Helen Carter    |
| 3               | Andy at Lynch confirmed that they have been involved with an organisation called (HSB Mental ??) in relation to the Wellbeing of their work force. May look to engage with the labour group – <i>Helen to discuss with the group when it is clear what is happening with Wellbeing after Claire leaves</i>                                                                                                                | Helen Carter    |
| 4               | Manish discussed using clear assured as part of the EDI verification and audit – <i>Manish to provide details for discussion with the FIR and EDI team and inclusion in the People Matter Charter element of the website</i>                                                                                                                                                                                              | Manish Taylor   |
| 5               | The group were asked if they were promoting the Charter with the supply chain or any other organisations. Gareth Morris confirmed that he would present at the Rail Industry conference on the 28 <sup>th</sup> January 2021 – <i>Gareth to confirm if was able to present information in relation to the People Matter Charter</i>                                                                                       | Gareth Morris   |
| 6               | <i>A call to action with the group – are there any case studies, information, content that relates to Wellbeing within your organisation or as part of the initiatives you are involved that can be added to the school.</i>                                                                                                                                                                                              | All             |
| 7               | There was a discussion in relation to the World Green Building Council Health & Wellbeing Framework and the link was requested – Can be found here - <a href="#">Health &amp; Wellbeing Framework   World Green Building Council (worldgbc.org)</a>                                                                                                                                                                       | Helen Carter    |
| 8               | Discussion was had about Zero Hour Contracts and the need for more information – there is guidance from the Government and ACAS about Zero hour contracts here - <a href="#">Zero hours contracts: guidance for employers - GOV.UK (www.gov.uk)</a> - <a href="#">Zero-hours contracts - Acas</a> – <i>Helen to review current guidance in the school and propose new resource additions at the meeting in March 2021</i> | Helen Carter    |
| 9               |                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |

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| 10 | The group were divided up and asked to review the proposed wording for the Online questionnaire for the Roadmap. Feedback was collected and included in the revised draft which has now been completed and submitted to Wendy for inclusion in the tool. A copy is attached with the notes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Helen Carter |
| 11 | <p>The key to successful implementation of the tool is the guidance provided. Some of this information has been provided as part of the review and will be built into the guidelines document that will be available for download when completing the tool. Main themes included below:</p> <ul style="list-style-type: none"> <li>➤ EDI/FIR – Need in supporting guidance, example business case information</li> <li>➤ Wellbeing – Doing the basics – reference toolbox talks and provide evidence such as training records</li> <li>➤ Wellbeing – Good Working Practice – Evidence of stakeholder engagement, third party support e.g. posters, wellbeing helpline, mental health first aid trained individuals</li> <li>➤ Wellbeing – Advanced working practice – evidence of survey data and actions, evidence of membership of client working groups, evidence of quantitative KPI's</li> <li>➤ Wellbeing – Best Practice - Evidence of KPI's – Quantitative and Qualitative data. Wellbeing by design considerations</li> <li>➤ Living Wage – procurement ensures that a RLW clause is included in all relevant supplier contracts</li> <li>➤ Modern Slavery – Best Practice – supplier audits necessary to validate the statements made in codes of conduct</li> <li>➤ Employment Conditions – Doing the basics – we need to consider the permanently employed as well as training for staff to understand employment rights and conditions (may need e-learning)</li> <li>➤ Employment Conditions – Good Working Practice - Need to ensure that support is provided via guidance document in relation to not just AWR</li> <li>➤ Employment Conditions – Best Practice – need to consider, being accountable for your supply chain. Maybe the use of verification and audit. Need to include in the guidance evidence of commitment to fair conditions including but not limited to living wage funders. Also need to show year on year improvement</li> </ul> <p><i>Helen to capture all this information in the guidance document that will support the tool and its implementation – will provide initial draft of guidance document to the group before the launch.</i></p> | Helen Carter |
| 12 | The tool will be in staging area and ready for review by week commencing 22 <sup>nd</sup> March – volunteers will be required to test the system. Helen to discuss at the next labour group meeting on the 23 <sup>rd</sup> March.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Helen Carter |
| 13 | The business plan was presented to the group and a response was required in relation to whether there was anything missing from the content in relation to targets or areas for development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All          |
| 14 | There will be a big People Matter Charter event but this has been put back to Q1 to coincide with the completion of the automated road map.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Note         |
| 15 | Next meeting – 23 <sup>rd</sup> March 2021 – 10:00 – 14:00 – Teams Meeting – the theme for this meeting will be Modern Slavery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Note         |