

Date: 21st May 2020

Attendees: Helen Carter (Action Sustainability), Manish Tailor (Vinci Construction); Robyn Conway (Supply Chain Sustainability School) Andreas Gottfried (Hercules Construction); Paul Skitt (Flannery Plant); Amar Sandhawalia (Fortel); Nathalie Ritchie (National Grid); James York (Costain); Gareth Morris (Morson International); Eugene Meehan (O'Neil & Brennan); Craig Brown (Venesky Brown); Jane Urwin (Reliable); Alex Trautrim (Nottingham University);

Summary of actions & notes

Notes & Actions		
No	Action/Note	Responsible
1	The group were informed that due to the CITB funding withdrawal the school is now looking at re-evaluating its business plan. This will be amended	Note
2	Helen to circulate the revised business plan for discussion based on the £30K we have available	Helen Carter
3	Group agreed that the focus for this business plan is the automation of the roadmap – the business plan will be adjusted to accommodate this priority – Helen to incorporate	Helen Carter
4	Process to start the development of the tool will start immediately – Helen to set up initial kick off meeting – Complete – Meeting Held 15th June 2020	Helen Carter
5	<p>Main notes from 15th June 2020:</p> <ul style="list-style-type: none"> • We can work off the existing functionality built into the new Barratts Tool. There are a few key issues that we will need to address as part of the User Journey requirements. These include: <ul style="list-style-type: none"> ○ Whether we have 1 badge for the charter ○ Whether we utilise the diagnostic to identify who needs to complete which element of the charter ○ Whether completion is mandatory annually ○ What the levels are for each of the requirements (they will need refining from the existing content which is too long currently) • To support this decision Helen will arrange a demo of the functionality – complete will be included in agenda for the 24th • Key partners and stakeholders will be involved in the development of the final wording. Currently have: <ul style="list-style-type: none"> ○ Equality & Diversity/FIR – Eibhlin Flynn ○ Wellbeing - ? ○ Modern slavery & Supply Chain Transparency – Indra Peachey & Manish Tailor/GLAA ○ Right to Work, Employment Requirements – Gareth Morris/Andy Berry, Andrew Eldred/ACAS/FCAS ○ Skills & Training Development – Paul Skitt ○ Living Wage – Nathalie Ritchie & Living Wage Foundation • Initial kick off meetings for each of these areas to be arranged with a look at content and proposed revision of wording – All 	

	<ul style="list-style-type: none">• User Journey to be developed – Draft to be submitted to the group for comment by Helen Carter in August with a view to sign off and hand over to development team• Date for launch currently programmed to coincide with the 1 year anniversary of the charter and event programmed• Testing to be completed by the end of 2020	
24	Next meeting – 24 th July 10:00 – 12:30 – Teams meeting	Note