

Date: 26th November 2020

Attendees: Helen Carter (Action Sustainability); Robyn Conway (Supply Chain Sustainability School); Paul Skitt (Flannery Plant); Nathalie Ritchie (National Grid); James York (Costain); Gareth Morris (Morson International); Craig Brown (Venesky Brown); Jane Forbes Urwin (Reliable); Alex Trautrim (Nottingham University); Maurice O'Mahony (Danny Sullivan); Victoria Simm (HE Simms); James Bruce (HE Simm)

Summary of actions & notes

Notes & Actions		
No	Action/Note	Responsible
1	Outstanding actions were discussed – Helen and Paul agreed to set up call to discuss engagement with CPA and the Business Bytes event in January – Complete – Date agreed 3rd December 2020	Helen Carter
2	Helen to discuss case study with Manish	Helen Carter
3	Currently have 67 organisations committed to the charter – however there are 2 more in Helen's inbox to process and 2 more enquiries have been received. There are still not enough partners signed up to the charter so there needs to be some work by the group to review who they are working with to encourage signing up to the charter – Helen and Paul to review Highways Agency stakeholders and Helen to chase HS2 to discuss progress in relation to becoming a signatory. Helen to update at the next meeting.	Helen Carter
4	Events have been well attended and the group were updated on events that are scheduled. The group was asked if there were any other events that may be of interest and a potential event was discussed in relation to the impact of Brexit on skills in our industry. Jane, Gareth and James indicated the desire to be involved in shaping this agenda. Helen to send a meeting invite to all 3 to start shaping the event. – Complete – Invite sent for 17th December at 9.30am – 10.30am	Helen Carter
5	Assessment Tool Helen to complete the brief and submit to Wendy to ensure that we can get it into the development pipeline – Complete – Sent 3rd December 2020	Helen Carter
6	Living Wage wording submitted by Nathalie and Sebastian – Helen to add to the revised draft and review for word limit	Helen Carter
7	Modern Slavery and International Human Rights wording submitted by Manish – Helen to add to the revised draft and review for word limit	Helen Carter
8	Helen to review the FIR/EDI content and add to the revised draft.	Helen Carter
9	Wording to be submitted to Helen by December 18 th for Commitment 8 on Employment conditions – Amar to lead and submit.	Amar Sandhawalia
10	Wellbeing content to be reviewed and amended. Jane to review wording and reduce in concise wording for the tool and submit to Claire for approval	Jane Forbes Urwin
11	Claire and Jane to submit the finalised wording to Helen for 18 th December 2020	Claire Bradbury & Jane Forbes Urwin

12	Helen to review the Right to work content and add to the revised draft.	Helen Carter
13	Paul Skitt to review the employment and skills wording for the draft and submit to Helen for inclusion in the final draft by 18 th December at the latest	Paul Skitt
14	Helen to produce final draft of wording and circulate to the group for review and comment, as well as Wendy to provide feedback	Helen Carter
15	Review of drafted at the next meeting and final sign off for submission	All
16	<p>Business Planning:</p> <p>The group agreed that it wanted to continue and felt that momentum for the People Matter Charter should be a focus for 2021/22 business plan. The key aim is to embed and encourage more signatories. Use the automated road map and provide support in some of the key areas of the of charter. Priority areas include:</p> <ul style="list-style-type: none"> ✓ Modern Slavery <ul style="list-style-type: none"> ○ Labour Standards and materials ○ Grievance and Remediation requirements ✓ Employment standards <ul style="list-style-type: none"> ○ IR35 ○ Employment models ✓ Employment & Skills <ul style="list-style-type: none"> ○ Apprentice levy ✓ How all of this links into the Social Value arena. <p>We will look to increase the duration of the meetings and ensure that there is approximately a 50/50 split for face to face once it is safe to do so</p> <p>The group is also looking to bring in speakers in each of these key areas to discuss what can be developed and thinking in relation to all of these elements – current suggested speakers and collaborators include – GLAA, City Hearts/Costain, CITB, CSCS, CPA</p> <p>Helen to draft the above into deliverables for the labour group and submit once we all get back from Xmas break.</p>	Helen Carter
17	<p>Helen presented the learning pathways to the group for comment. The group were happy in principle with the learning pathway but would like one for site/induction that can be used on mobiles and accessed by site teams. This is in addition to the more advanced procurement pathway.</p> <p>Helen to produce the pathways and circulate to the group for comment</p>	Helen Carter
18	There will be an event at the end of March that will celebrate a year of the charter – this planning element of the agenda has been moved to the January meeting.	
19	Next meeting – 20 th January 2021 – 10:00 – 14:00 – Teams Meeting	Note