Attendees: Nick Leach (SRM), David Emery (Supply Chain School), Antoinette Irving (Supply Chain School), Philip Greenman (Skanska), Jack Dearlove (ISG), Kaoru Bradley (Veolia), James Hahessy (JLG), Steven Gee (LOR).

Agenda:
1. **Welcome and Introductions**
2. **CITB Project Round-up**
3. **Terms of Reference** – member input
4. **Business Planning Phase 2** – key areas of focus
5. **AOB**

Actions:

- Digital team to look into promotion of the Digital Leadership courses moving forward (e.g. a monthly newsletter).
- Group to get in touch with Dave Emery if they would like to set up learning pathways.
- Digital team to set up shared document for key areas of focus for the group (One Note; Google Sheets). Group to also include potential collaborative topics/areas (e.g. Building Safety Act).
- Group members to get in touch with any case study, topic and/or speaker ideas for Virtual Conferences.
- Digital team to look into targeted email approach to promote the topic outputs.
- Group to consider whether a new name is needed for the Digital Group.
- Digital team to set a date for the new Cultures & Behaviours course and reach out to group to attend.

Meeting Notes:

1. Welcome and Introductions

Dave Emery (DE) welcomed Nick Leach (NL) as the new Chair of the group. Members of the group introduced themselves.

2. CITB Project Round-up

Antoinette Irving (AI) took the group through the final project update, mentioning that we have met all of our targets with the exception of the 'organisational maturity assessment'.

DE explained the 'Downloading a Digital Mindset' course background to the group, and introduced the new cultures and behaviours extended course.

NL would like a wider promotion of the course. DE mentioned both a video promotion, and a course landing page.

3. Terms of Reference

AI confirmed that the group will continue as Digital moves from being a CITB funded project to a School topic.

DE took the group members through a Menti exercise to get their views on the Terms of Reference for the group.

4. Business Planning Phase 2

DE took the group through the Digital focus for 2023, asking the group for their insights. NL suggested setting up a shared document for the group to list their key topics to focus on, for Digital to look into creating content on these areas.

DE showed the group the targets for the upcoming year, in terms of deliverables.

AI asked the group to consider whether learning pathways should be developed, so it can be mapped into the Business Plan.

AI demonstrated statistics to show that the Digital webpage views have dropped. Steven Gee (SG) suggested a monthly newsletter approach, to update School members who are interested in the topic on upcoming training, learning pathways, etc.

NL discussed how the Digital topic can overlap with other topics, and how we can collaborate effectively. He has asked the group to include examples and case studies on the shared documents, for example the Building Safety Act.

The group members deliberated how to 'brand' the Digital topic identity, whether the name Digital is effective, and what the potential barriers are to the current name.

5. AOB

Next meeting is taking place on 27th July, with future meetings also circulated.

The Digital team will invite the Leadership Group to attend the Culture and Behaviours pilot workshop.

The CITB report submission and Impact Survey Results will be available from June 2023.

NL thanked the group for their attendance and input.