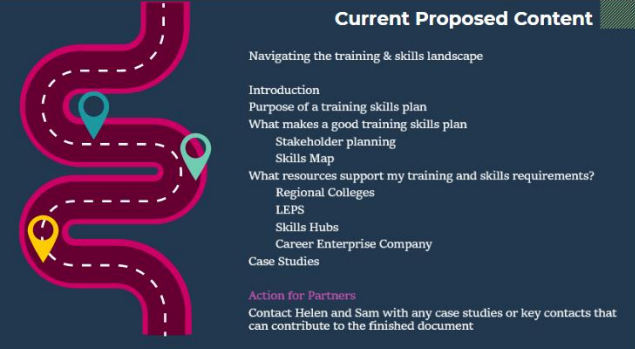


**Date:** 27<sup>th</sup> September 2022

**Attendees:** Helen Carter (Action Sustainability); Emma Jane Allen (Action Sustainability); Samuel Walker (Action Sustainability); Rick Dunn (Action Sustainability); Caroline Laight (Hercules), Ciara Pryce (VGC), David Merrony (, Doug Aris (Achilles), Ella Muers (Costain), Fiona Burke (McGinley); Manish Tailor (BBVSJV), Gareth Morris (Morson), Sally Grewcock, James Bruce, Jessica Dean, Matt Galvin, Paul Skitt, Jo Potts, Lisa Sanders, Muhammad Siddiqui.

**Summary of actions & notes**

Notes & Actions		
No	Action/Note	Responsible
1	<p>11 New Signatories have signed up to the PMC since July. Efforts are now focusing on encouraging old signatories to re-sign and move to the online charter. Last week an email was sent out to those signatories who are currently on the old system and are required to move to the online PMC system.</p> <p>As part of this email a guidance document was provided showing how to re-sign up to the PMC online. <b>This guidance document will be sent out to all of those who attended the session, so resources are on hand should any suppliers contact partners asking how to re-sign onto the online PMC.</b></p>	Sam
2	<p><b>Training Guide Update</b></p> <p>Following a discussion between Paul Skitt and Helen Carter a proposed content list has been put together for a “Navigating the training and skills landscape” training guide, which would provide support and resources to organisations on how to develop and implement an effective training skills plan.</p>  <p><b>All partners are invited to come forward with any case studies or key contacts that they think would be beneficial to include in the guide. In particular, any colleges who maybe interested and have an opinion on the resources. Please contact Sam Walker with the details of these.</b></p>	All

<p>3</p>	<p>Ej is finalising the draft, unbranded version of the guidance for the People assessment (signatories to the Charter must complete the People maturity assessment). The guidance will act as a sense checking tool to help organisations understand which of the 5 levels of the people assessment best reflect progress to date, for each of the 8 commitments.</p> <p>This guidance includes examples of the types of evidence that would support a claim to be at, for example, ‘advanced working practice’ level for a specific commitment. This is to help people check that their response is accurate and realistic.</p> <p><b>This guidance is not designed to be used for audits and the School will not be auditing your responses.</b> Neither will you be asked to provide evidence to support why you believe your organisation to be at a specific level.</p> <p>EJ will send out the draft guidance document to all attendees for comments / feedback once the draft is complete.</p>	<p>EJ</p>
<p>4</p>	<p>The main part of the session invited partners to discuss what due diligence activity they had implemented to manage risk in their supply chain and what opportunities may exist to improve this.</p> <p>Most partners had implemented similar due diligence activities including pre-qualification questionnaires, which asked for specific policies such as Modern Slavery Statements, and audits on-site. Some partners mentioned how a risk mapping exercise allowed them to identify high-risk categories and focus resources and due diligence activities within these areas (certain industries for example).</p> <p>It was discussed how it would be beneficial to have:</p> <ol style="list-style-type: none"> <li>1. Access to case studies on collaboration/best practice on working to identify risk through due diligence in the supply chain.</li> <li>2. A central portal within the industry that provided guidance on due diligence, best practice case studies, high-risk categories, guidance for SMEs on how to complete pre-qualification questionnaires, how to respond to industry specific challenges (such as frequent changes to the workforce used by sub-contractors).</li> <li>3. Run a session on risk within the supply chain, where this is most likely to occur, how to respond to this.</li> </ol> <p>EJ and Helen to consider these options and identify next steps.</p>	<p>Note</p> <p>EJ / Helen</p>
<p>5</p>	<p><b>The Future Focus of the Group</b></p>	<p>Note</p>

	<p>A Menti poll was done asking partners how they want to progress with the Labour Group due to how broad the topic is, and given that there are separate, dedicated School groups looking at FIR, Wellbeing and Training and Skills (the Social Value group)</p> <p>Answers from the poll indicated a focus on Modern Slavery and Labour Exploitation - which would cover wages, labour rights etc.</p>	
6	<p>The Just Good Work App was mentioned with Sam to send out the resources currently held on this.</p>	Sam
7	<p>Next meeting 7<sup>th</sup> December 14:00 – 16:00</p>	