

Procurement Leadership Group

27th February 2024

Meeting Actions

SMEs subgroup

- Group members to provide details of Meet the Buyer (or similar supplier engagement) events they are either hosting or attending between April 2024 and October 2024 so we can start collating the calendar.
- Group members to provide examples of typical client requirements **outside** of CAS
- If you have not done so already, group members should register their interest in supporting resource reviews relating to this subgroup by contacting Sarah via email.
- The School team will finalise the business plan to include the top 5 actions from Procurement of SMEs workstream (factoring in discussions around Meet the Buyer events) and initiate these activities, including reaching out to PQQ providers partnered with the School and Build UK to identify the best ways the Group can promote the abridged version of CAS and consider ways to influence client organisations to give due consideration to CAS when developing their requirements.

Due Diligence subgroup

- Sarah will liaise with Modern Slavery Group to feedback on adding more practical guidance on supply chain mapping (particularly the use of tools) into webinar/workshop content (such as Transparency in Supply Chains) and guidance documents developed by the School.
- The School team will follow up on the suggestion from the Group to run a webinar session on best practice in supply chain mapping, with case studies from Paul Paddick and/or Graham Edgell.
- The School team will share the Solar PV guidance to identify the software that has been assessed by Action Sustainability and consider ways we can link the PQQ exercise within the SME subgroup to this supply chain mapping exercise.
- If you have not done so already, group members should register their interest in supporting resource reviews relating to this subgroup by contacting Sarah via email.

Carbon Reduction and Collaboration subgroups

- If you have not done so already, group members should register their interest in supporting resource reviews relating to this subgroup by contacting Sarah via email.

Programme for FY24/25

- The School team will consolidate the notes from the Group's whiteboard activity and formulate an action plan – it is anticipated this exercise will generate more actions for each of the subgroups beyond the actions detailed above.
- The School team will identify the partners in the Group who are yet to upload their priority supplier lists on to the School and continue to encourage those partners to do so; if it possible to do so, we will cross reference priority supplier lists against organisations using the Carbon Tool to see if there opportunities for the Group to promote the Carbon Tool more widely amongst their supply chain.
- The School team will contact Matt Paget to develop a case study for supply chain engagement and development with the School.

Meeting Actions (continued)

Programme for FY24/25 (continued)

- The School team will contact Clare Fane to share some best practice case studies from Anglian Water Alliance.
- The School team will contact Dan Apps to share examples of free to use tools / techniques by supply chain.
- The School team will follow up internally on the Digital and Offsite connection.
- The School team will follow up internally on best practice examples from National Highways.

AOB

- The School team will be looking for a new Group Chair (or co-chairs) for the Group; we will reach out to Group members in due course with more information.

Welcome and introductions

Shaun McCarthy (“Shaun”) started the meeting by welcoming the Procurement Leadership Group (“the Group”) and did a round of introductions as we have a few new members.

Update on the SMEs subgroup

Sarah Chatfield (“Sarah”) gave an update on the key findings of the Procurement by and of SMEs workstreams:

- **Procurement by SMEs:** feedback from the membership cohort was that the content of the learning pathway was good (target audience being companies who may not have capacity or resource to undertake formal training courses or for individuals who carry out procurement activities as additional activity to their defined job role), however some of the quality of resources could be improved.
- **Procurement of SMEs:** Sarah presented the top five potential solutions that resulted from this workstream to the Group (slide 7) – these solutions were broadly well received by the Group *with the exception of the Meet the Buyer events* as Shaun highlighted the indicative cost of hosting such events is prohibitive (approx. £10,000 per event); the alternative solutions were for Supply Chain Sustainability School (“the School”) to promote Meet the Buyer events being organised by others, for example partners of the School, and / or to develop guiding principles as to what a good Meet the Buyer event should look like. There was discussion around the efficacy and penetration of the Common Assessment Standard (“CAS”) into lower tiers of the supply chain, with suggestions that the Group should guide SMEs

to the abridged version of CAS and consider ways to influence client organisations to give due consideration to CAS when developing their requirements. There was also recognition that there may be instances where requirements will sit outside of CAS for factors beyond the control of main contractors, but that responsibility for communicating these additional requirements and why they are needed sits with the buying organisation.

Update on due diligence in supply chains

Sarah gave an update on the Modern Slavery Group's guidance on Due Diligence currently in production (due to be completed in Summer 2024); the Modern Slavery Group are already well underway with this piece of work so rather than the Group trying to interject at this moment in time the recommendation is we await the publication of this guidance document (there is the option we can ask for the Modern Slavery Group lead to present this guidance in one of our future meetings) and then ascertain if the Group feels we need to develop our due diligence guidance piece that would complement the Modern Slavery Group's work. The Group had some feedback on this and several actions came out of this discussion, which are detailed above.

Carbon Reduction and Collaboration subgroups

These subgroups are still in their infancy as the work will essentially kick off with the content reviews; the School team will reach out for volunteers to review content March 2024, with the reviews intended for completion by August 2024.

Discussion: managing the trade-offs in procurement - how can the Group support this issue?

Sarah led a discussion on the key trade-offs encountered in the procurement process, structured around 3 key questions (slide 11). The Group identified trade-offs between cost/sustainability and innovation/risk (particularly linked to new requirement under the Building Safety Act), as well as trade-offs over terms and conditions. The Group felt there is a need to facilitate discussions that include consultants, client organisations and regulators to ensure sustainability ambitions are more closely aligned to main contractor ambitions as way of reducing the need for these trade-offs; they also felt there is need for the Group to keep pushing factors beyond price and the potential to look into the decision making for the supply chain. A suggestion was made that the School to could look into an approach or resource (potentially a webinar?) around the

financial stability (and recovery plans in the event of supplier insolvency) of supply chain as a trade-off as this is an issue that is increasing in its prevalence.

Programme for FY 24/25

Jenny Simpson presented the suggested key performance indicators for the next financial year 2024/25. Jenny reminded the Group of their commitment (that we ask for their advocacy of our content (training sessions, learning pathways, new resources, etc.) and sharing information to develop content. Sarah then asked the Group for content suggestions using a virtual whiteboard - the results of this work have been shared alongside these meeting notes. The School will team will consolidate the notes from the Group's whiteboard activity and formulate an action plan; there was also discussion around looking for examples from other industries, for example the retail sector for supply chain mapping best practice.

AOB

Shaun let the Group know that we will be asking for a new Chair (or co-Chairs) for the Group; we will be in touch with more information in due course.

The next meeting will take place on 23rd May 2024, 10:00 – 12:00. Please accept/reject the calendar invite accordingly.

The meeting invites for the next financial year have already been sent. Again, please accept/reject these accordingly.