

Procurement Leadership Group

29th May 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.

Actions by James:

- James Sackey to manage group updates and events going forward

Actions by Sarah:

- To continue hosting monthly webinars for Procurement topic
- Plan marketing efforts and press releases to inform and engage members.
- Ensure that future events and initiatives are well-publicized and attended.
- Create a continuous working document for the action plan and resource review.
- Investigate the Teams channel option for better collaboration and document sharing.
- Develop a brief proposition.
- Possible new co-chairs for group to be announced soon

Actions for members:

- Use marketing materials shared with the group to promote the Procurement Virtual Conference – Breaking Procurement Barriers for SMEs.
- Encourage team and organisation members to spread the word about conference.
- Reflect on the meeting's effectiveness and gather feedback for future improvements.
- Seek volunteers for a subgroup to work on establishing industry standards.
- Collect feedback on key activities.
- Plan future initiatives based on this input.
- Continue development of the maturity matrix and sustainability goals.
- Involve relevant stakeholders and experts to ensure comprehensive and impactful outcomes

Introduction of James Sackey

We started with a formal introduction to James Sackey who has taken over from Jenny Simpson as the group administrator; James' principal responsibility is to support the Group on its deliverables, which includes managing correspondence with group and coordinating upcoming events.

Procurement Group KPIs Update

James provided an update on the Procurement Group's KPIs, highlighting that targets for active companies and individual learners have been surpassed. Engagement remains high, with 210 individuals attending recent webinars. To sustain this momentum, monthly webinars will be organised, hosted either by Sarah or guest speakers.

Procurement Virtual Conference Introduction

Sarah presented the details of the inaugural Procurement Virtual Conference, [Breaking Procurement Barriers for SMEs](#), scheduled for Wednesday 17th July 2024. The conference will include case studies from industry speakers and a Buyers' Question Time segment. Members are encouraged to promote the event using the provided marketing materials to ensure wide reach

Guest Speaker: Saritha Visvalingam (Greater London Authority)

- Saritha provided an overview of initiatives aimed at increasing spending with SMEs and diverse-owned businesses.
- TfL's procurement strategy focuses on responsible procurement and social value, with significant contributions to the UK economy by supporting jobs and generating value.
- Implement policies to reserve contracts for SMEs and encourage larger suppliers to do the same.
- Capture indirect SME spend from top 60 suppliers and improve systems to track returns from diverse suppliers.
- Use QR codes for easier supplier engagement and update contract pipelines to keep potential suppliers informed.
- Explore methods to enhance TfL's green procurement initiatives.
- Increase support for diverse-owned businesses.

Guest Speaker - Supplier Diversity: Saritha Visvalingam, Responsible Procurement Manager at Greater London Authority, will discuss how Transport for London is working to increase supplier diversity.

Procurement Group Action Plan & Resource Review

Procurement Group Action Plan: We will present the action plan, including partner resource reviews.

Utilise platforms like Teams for collaboration and document management to ensure efficient communication and workflow.

Chairperson Selection Process Update

An update on the selection process for the new Chairperson of the Procurement Group.

Supplier Sustainability Capability Verification

Shaun McCarthy and Nick Smith, Head of Sustainability and Regulatory at Constructionline, will provide details of a new supplier sustainability capability verification functionality on the Constructionline platform with support from the School, and we will discuss how our group could support this.

Nick Smith from Construction Line spoke about creating a standard sustainability assessment to reduce disclosure burdens and drive sustainability in the industry.