Procurement Leadership Group Meeting (Q1)

12th June 2025

Meeting Actions

Actions for group members:

- Register for the Procurement Virtual Conference and promote the event internally and externally
- Review the Prioritisation Questions document circulated with the meeting minutes and submit feedback to Sarah within three weeks of receiving the minutes
    - When reviewing, consider the following questions:
        - Is the methodology clear and easy to understand?
        - Are any amendments needed?
        - Are you satisfied with the approach overall?
- Register for the Summit 2025 and promote the event internally and externally
- If you are interested in joining the sustainable procurement panel discussion at the School Summit, please reach out Sarah within two weeks of receiving the minutes

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Welcome and Agenda

Sarah began by welcoming everyone to the meeting and providing an overview of the agenda for the meeting.

Priority: Understanding and Managing Legislative Complexity

Sarah shared progress to date and planned activities relating to this priority:

- Virtual Conference: Assessing the Procurement Act 2023 (24th July 2025, 10:00-12:00)
    - Planning for the virtual conference is underway
    - 707 registrations to date (as of the meeting date)
    - Speakers confirmed: Carl Thomas (Welsh Government), Rob Vaughn (Department for Transport), Dr Paul Wright (PAWA Consulting)
        - Post meeting note: We have now also secured Diane Brooks from Lyreco, but we are still awaiting a response from the Cabinet Office
    - Feedback on the agenda and key questions was requested — the need to differentiate implications for buyers vs. suppliers was raised

- Building Safety Act webinar in collaboration with Building Safety Regulator (BSR) scheduled for December 2025
- Adopting the Irish School's CSRD e-learning module for the UK School scheduled for completion in Q2
- The creation of an e-learning module on the Procurement Act 2023 pending internal budget review in September.
  - If this goes ahead, it's likely Dr Paul Wright will be involved in the development process as a subject matter expert

Priority: Early Supplier Involvement

Sarah shared progress to date and planned activities relating to this priority:
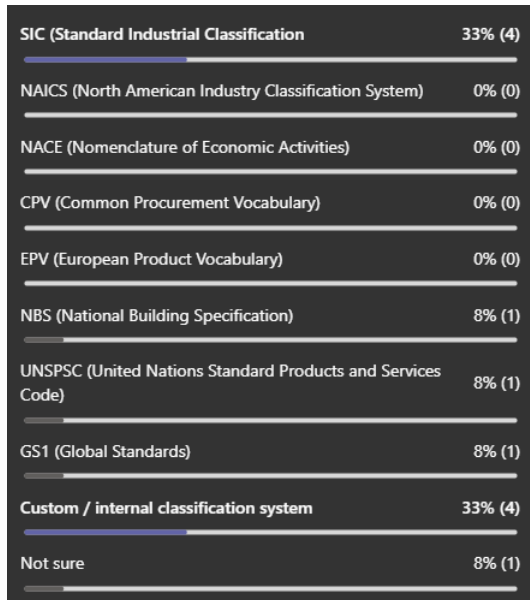- The webinar in collaboration with CECA has been delayed due to internal CECA staffing changes
  - Now scheduled for March 2026

Priority: Sustainability Assessment Standard

Sarah shared progress to date and planned activities relating to this priority:
- The content across all 17 topics is nearly finalised. Once available, it will be shared with the group in its entirety, as per previous requests
- We discussed prioritising topics by trade category – there was broad support for aligning with existing School methodology
  - Shaun McCarthy is preparing a document outlining the School's existing methodology, which structured around a set of key questions. It was not available at the time of the meeting, but will be circulated with the meeting minutes for the group to review and provide feedback. Specifically: is the methodology clear and easy to understand, are any amendments needed, and are members satisfied with the approach overall?
  - To help with trade category identification, we conducted a poll to understand the classification systems most widely used by group members – the results are shown below:

Q1. Which classification system do you primarily use to categorise your suppliers in the construction industry? (Select one)	Q2. Do you use any of the following as a secondary classification system? (Select one, if applicable)
SIC (Standard Industrial Classification) — **33% (4)** NAICS (North American Industry Classification System) — 0% (0) NACE (Nomenclature of Economic Activities) — 0% (0) CPV (Common Procurement Vocabulary) — 0% (0) EPV (European Product Vocabulary) — 0% (0) NBS (National Building Specification) — 8% (1) UNSPSC (United Nations Standard Products and Services Code) — 8% (1) GS1 (Global Standards) — 8% (1) **Custom / internal classification system — 33% (4)** Not sure — 8% (1)	SIC (Standard Industrial Classification) — 20% (2) NAICS (North American Industry Classification System) — 0% (0) NACE (Nomenclature of Economic Activities) — 0% (0) CPV (Common Procurement Vocabulary) — 10% (1) EPV (European Product Vocabulary) — 0% (0) NBS (National Building Specification) — 0% (0) UNSPSC (United Nations Standard Products and Services Code) — 0% (0) GS1 (Global Standards) — 0% (0) Custom / internal classification system — 20% (2) We don't use a secondary system — 20% (2) **Not sure — 30% (3)**

Priority: Common Assessment Standard (CAS)

Sarah shared progress to date and planned activities relating to this priority:

- Alignment check completed against School's sustainability standard content
- CAS version 5.0 launch targeted for July 2025

Discussion: UKGBC Supply Chain Decarbonisation Procurement Guide

As part of the School's ongoing collaboration with UKGBC, the Procurement Leadership Group has been invited to provide feedback on a new procurement guide being developed by the UKGBC Supply Chain Decarbonisation Task Group. We reviewed the draft outline as a group and captured our feedback in the document (which will be circulated along with these meeting minutes). A summary of that feedback is also provided below:

- Format and structure:
  - Preference for portrait layout for accessibility across devices
  - Recommended signposting and colour coding by audience

- o Content length should allow for bite-size reading (≤20 mins); 8–10 pages acceptable if well-structured

- Questions and case studies:
  - o Questions seen as appropriate starting points; proportionality for SMEs flagged
  - o Strong support for inclusion of case studies, especially cross-sectoral examples
  - o Suggestion to include "even better if..." reflections in case studies
- Launch and engagement:
  - o Webinars, breakfast sessions, and industry events recommended
  - o Suggest links to CPD tracking and internal learning systems (e.g. API links to Learning Pool)
  - o Highlight value of downloadable and trackable learning assets
- Additional comments/suggestions:
  - o Consider references to PAS 2080, PAS 2060, BES 6001, and relevant Procurement Policy Notes (PPNs)
  - o Add "asset owner" to stakeholder list in business case section

Update: Supply Chain Sustainability School Summit 2025

We're planning the next School Summit, returning to Coventry Arena. This year, Anna Cantwell will be chairing a panel discussion on sustainable procurement. We are seeking two procurement professionals to join panel (alongside Lang O'Rourke and a gold member supplier).