

**Date:** Thursday 23<sup>rd</sup> November 2017 – 14:00 – 16:00

**Attendees:** Graham Edgell (Morgan Sindall); Shaun McCarthy (Action Sustainability); Helen Carter (Action Sustainability); Paul Whitehead (Highways England); James Callaghan (VGC); Andrew King (Morgan Sindall); Maurice O’Mahony (Danny Sullivan); Troy Moffatt (First Response); Emilie Puaud (Bouygues); Helen Bloxham (Kier); Eibhlin Flynn (Danny Sullivan); Sam Henson (Aggregate Industries); Alice Hands (SRM); Amar Sandhawalia (Fortel); Ciaran Alstowe (Hercules)

**Summary of meeting actions:**

Terms of reference			
No	Action	Responsible	Deadline
1	Update the terms of reference and circulate to the group for comment and feedback	Helen Carter	13 <sup>th</sup> December 2017
2	Circulate to the group for consideration	Helen Carter	15 <sup>th</sup> December 2017
3	Group to feedback recommendations	All	21 <sup>st</sup> December 2017
4	Agree terms of reference at the next plant meeting	All	10 <sup>th</sup> January 2018
Scope and Definition			
5	Create an overall definition for labour to be used by the group and included within the terms of reference	Helen Carter	13 <sup>th</sup> December 2017
6	Send round the definitions of trades with potential risks/opportunities etc for the group to review and support the priorities of the group going forward	Helen Carter	15 <sup>th</sup> December 2017
7	Update the google docs spreadsheet with details of the sub categories contained within trade groups	All	22 <sup>nd</sup> December 2017
Stakeholder Mapping			
8	SCSS to invite a CITB & Tolu to the next meeting	Helen Carter	22 <sup>nd</sup> December 2017
AOB			
9	Calendar place holders to be sent out to all the group members and updated when venues confirmed	Helen Carter	15 <sup>th</sup> December 2017
10	Volunteers are required for future meetings – please contact <a href="mailto:helen@actionsustainability.com">helen@actionsustainability.com</a> if you can host a future meeting	All	End of 2017

### 1. Introductions and Welcomes

There were group introductions and apologies. Graham Edgell set the vision and the reason for the groups existence.

### 2. Project Overview

Shaun McCarthy gave an overview of the project and what it is trying to achieve. Key issues were:

- This is about understanding the current and future landscape of the labour category and how the school can influence future procurement decisions to get the best outcome for the sector
- The project will go on for as long as necessary and as long as budget allow to ensure that the outputs are developed, promoted and embedded.
- It is not a Special Interest Group
- The scope of what is included in the term labour and what the group would like to achieve is defined by the group and its ambitions
- Once scope is clearly defined the school will go back and look at what is possible now and what we will need to do to achieve the other requirements

### 3. Terms of Reference

Helen Carter led the element of the agenda to agree the terms of reference. This element of the agenda was parked with a view that we needed to understand what we mean by labour. Once the definition was agreed the group agreed the following objectives that needed to be included in the Terms of Reference.

The objectives of the group now need to reflect the following requirements:

- ✓ Provide common induction materials that can be used by school partners – initially generic in nature then trade specific
- ✓ Identify tools/systems that can map supply of labour within the UK via projects and/or region – supporting the efficient use of labour within the UK
- ✓ Provide potential solutions in relation to demand issues with labour use – particularly in relation to some of the large infrastructure projects currently underway
- ✓ School to be a vehicle to show potential CITB trained employees opportunities
- ✓ Agree and implement minimum standards for the use of labour within construction projects on site – e.g. Right to work checks, modern slavery signs etc

It was discussed that any common induction materials were not necessarily to be hosted by the supply chain school but would fit in with existing systems such as HRS

It was agreed that these objectives will be revisited periodically to ensure as the maturity of the group increases they reflect the ambition and requirements of the group and industry

The outcomes will also need to be updated to reflect the new objectives.

#### **Actions:**

- ✓ Update the terms of reference and circulate to the group for comment and feedback
- ✓ Circulate to the group for consideration and feedback in time for the next meeting
- ✓ Agree the new terms of reference at the next meeting

#### 4. Scope and Definition of the groups

The group discussed what was included in the definition of labour

It was agreed that labour would be include:

“people we employ to deliver our projects”

Rather than focusing on blue collar or white collar or temporary labour, subcontract and recruitment the group would consider people issues by trade

This would need to be prioritised by risks/opportunities and supply issues related to delivery of a project.

#### Actions:

- ✓ Create an overall definition for labour to be used by the group and included within the terms of reference
- ✓ Send round the definitions of trades with potential risks/opportunities etc for the group to review and support the priorities of the group going forward
- ✓ Update the google docs spreadsheet with details of the sub categories contained within trade groups

#### 5. Stakeholder mapping:

It was agreed that CITB should be invited to the next meeting.

It was also agreed that Tolu the project manager for FIR should be invited.

#### Actions:

- ✓ SCSS to invite a CITB & Tolu to the next meeting

#### 6. AOB

The next steering group meeting will take place on the 10<sup>th</sup> January 2017 – 14:00 – 17:00

Future dates are:

- 28<sup>th</sup> February 2018 – 14:00 – 17:00
- 22<sup>nd</sup> March 2018 – 14:00 – 17:00

#### Action:

- ✓ Placeholder invites to be sent out to group members and will be updated with venues when they are agreed
- ✓ Volunteers are required for future meetings – please contact [helen@actionsustainability.com](mailto:helen@actionsustainability.com) if you can host a future meeting