

Date: Wednesday 10th January 2018

Attendees: Graham Edgell (Morgan Sindall); Shaun McCarthy (Action Sustainability); Helen Carter (Action Sustainability); Andrew King (Morgan Sindall); Catherine McGrath (Highways England) Maurice O'Mahony (Danny Sullivan); Eibhlin Flynn (Danny Sullivan); Sam Henson (Aggregate Industries); Alice Hands (SRM); Amar Sandhwalia (Fortel); Ciaran Alstowe (Hercules); Andy Berry (Fortel); Rebecca Lennox (Aggregate Industries); Sean Furlong (Carmichael); Tolulope Oke (Action Sustainability)

Apologies: James Callaghan (VGC); Emilie Puaud (Bouygues); Helen Bloxham (Kier); Sarah Borien (Network Rail)

Summary of meeting actions:

Terms of reference			
No	Action	Responsible	Deadline
1	Add the requirement to include individual blue-collar training materials as part of the terms of reference and circulate to the group as final and confirmed	Helen Carter	17 th January 2018
Prioritisation			
2	Circulate the finalised risk/opportunity matrix with the minutes of the meeting to the group	Helen Carter	17 th January 2018
3	Minimum standards working group to review the final risk/opportunity matrix and identify priority categories and agree the identified risks and opportunities	Minimum standards working group	16 th March 2017
Working groups			
4	Graham Edgell to compose an e-mail and working group requirements going forward and pass on to Helen Carter for circulation	Helen Carter	24 th January 2018
5	Circulate a breakdown of the working groups with a call to action – volunteers for each working group will be required along with potential venues to host	Helen Carter	2 nd February 2018
6	Any organisation looking to become a partner should contact Paul Parkinson. Paul@supplychainschool.co.uk	Group members	Mid-March 2018

1. Introductions and Welcomes

- New members of the group were welcomed. Graham has asked that we ensure consistency of representation to allow the groups to deliver the best solutions without going over old ground each time.

2. Terms of Reference

- Helen Carter led the element of the agenda to agree the terms of reference. The group has been able to input into the terms of reference and has agreed the terms of reference. One comment was made about ensuring that the terms of reference demonstrate the desire of the groups to deliver real benefit and solutions. Not focus exclusively on research.
- An additional requirement was requested for training materials to be developed and delivered for site individuals along with a blue print outlining the journey individuals can take to upskill in sustainable construction

Actions:

- ✓ Add the requirement to include individual blue-collar training materials as part of the terms of reference and circulate to the group as final and confirmed

3. Sustainability Risk & Impact materiality assessment

- The group reviewed the types of labour and the sustainability risks and opportunities that should be considered. A materiality exercise was then undertaken to identify specific risks and opportunities in relation to each category. The purpose of this was to ensure that the working groups (especially the minimum standards group) are focusing on specific issues that are relevant to each category of labour and not are not generalist in research and solutions.
- Each category was assessed using a high, medium or low categorisation against each risk and opportunity. Even though it is recognised that there are pockets of good practice in the procurement and management of labour – this exercise is focusing on inherent risks and opportunities and the working groups will be responsible for collating best practice to determine their solutions.
- The minimum standard working group will be responsible for verifying the groups assessment and ensuring that it is accurate before they progress with their prioritisation and minimum standards work

Actions:

- ✓ Circulate the finalised risk/opportunity matrix with the minutes of the meeting to the group
- ✓ Minimum standards working group to review the final risk/opportunity matrix and identify priority categories and agree the identified risks and opportunities

4. Working Groups

- With the definition of labour agreed, the terms of reference completed, and the initial materiality assessment complete it is now agreed that the group is ready to divide into working groups
- All agreed dates are currently postponed, and the group is asked to consider who they would like to represent their company within each working group

- Graham Edgell informed the group that all companies who are to be involved in these working group now need to be partners to ensure that the funding is available for the group to deliver real change
- Graham and Helen to contact the group and inform them of the working groups, how they will work and what sort of volunteers we require going forward

Action:

- ✓ Graham Edgell to compose an e-mail and working group requirements going forward and pass on to Helen Carter for circulation
- ✓ Circulate a breakdown of the working groups with a call to action – volunteers for each working group will be required along with potential venues to host
- ✓ Any organisation looking to become a partner should contact Paul Parkinson.
Paul@supplychainschool.co.uk