

Date: Wednesday 9th January 2019

Attendees: Helen Carter (Action Sustainability), Emma Jane Allen (Action Sustainability), Nathalie Ritchie (National Grid), Andy Berry (Fortel), Eibhlin Flynn (Danny Sullivan), Jackie Sullivan (VGC Group), James Callaghan (VGC Group), Sara Cartin (House Builder's Federation); Shaun McCarthy (Action Sustainability); Tim Rudin (TfL), Michael Bootman (HE Simm), Andrew Rainbow (Bouygues)

Summary of actions:

Minimum Standards Review		
No	Action	Responsible
1	In principle the 8 commitments have now been approved by the group and will be converted into a charter that the group that will be looking to test with key stakeholders	Helen Carter – Complete and circulated with the agenda for March Meeting
2	The group undertook a review of the Terms of Reference and agreed that they remain in tact but with the addition of a reference to understanding the future of the skills required as part of the supply & demand aspect of the working group commitment. Helen to amend the terms of reference and circulate to the group	Helen Carter - Complete and circulated with March Agenda
3	Sara Cartin gave an overview of the work being undertaken by the house builders' federation on the types of minimum qualification requirements associated with key trades. The overview also provided information on how the federation has supported the implementation of these standards through training etc. There is an opportunity for the school and labour group to help provide resources to support training in relation to sustainability issues.	Helen Carter/Sara Cartin
4	At the next meeting include the start of the project for supply, demand and future skills – this should start to bring together the work undertaken by House Builders Federation and feed into Paul Skitt's knowledge. He has offered to present the current qualification and apprenticeship schemes at a future meeting. etc	Helen Carter/Paul Skitt - Included in March Agenda
5	The group undertook an analysis of the next stages associated with the minimum employment standards that are to be developed into a charter, it was broken down into the following sections: Commitment to the charter How can your organisation support the implementation of this charter?	All

	<p>In 12 months, what would success look like for the charter? Implementation of the charter involves effective & successful engagement with key stakeholders. Who do you think we need to engage and consult with? What does this group need to create or promote to support the engagement/education of the supply chain? The results of this analysis are recorded below.</p>	
6	<p>Commitment to the charter – the following organisations approved the commitments and the individuals in bold have agreed to support the peer review of the draft charter.</p> <ol style="list-style-type: none"> 1 TfL 2 House Builders Federation 3 Bouygues 4 Fortel 5 Danny Sullivan 6 VGC 7 National Grid 8 HE Simms 	All
7	<p>How can your organisation support the implementation of this charter?</p> <ul style="list-style-type: none"> ✓ People (temporary workers) on site having a better idea of what their rights are ✓ We can influence the supply chain ✓ Integrate into specifications ✓ Selection of clients ✓ Promote/Communicate ✓ Regular auditing or client/supply chain ✓ Integrated into existing audits ✓ Mandatory or target driven ✓ Change culture, processes & procedures ✓ Mandatory training within businesses ✓ Ensure non-compliance is dealt with ✓ Adopt into our procurement processes & procurement people fully on board/driving the process ✓ Display the standard on website/brochures etc ✓ Put names to an “industry launch” ✓ Integrate into CIPS? ✓ Commit to annual self-assessment 	

8	<p>In 12 months, what would success look like for the charter?</p> <ul style="list-style-type: none">✓ Client driven – needs to be integral to the procurement process, then audited and monitored so companies who adopt the charter are disadvantaged/uncompetitive (could be Gold/Silver/Bronze etc)✓ 90% of the school partners to sign & adopt the charter✓ Commitment to verification and public reporting✓ 2020 impact survey shows improvement among SME's✓ Published and communicated – via correct channels✓ Measure of steps completed/baseline✓ Tiers 2 – 4 engaged with charter Put message out – what are your rights How do you measure?✓ Summary:<ul style="list-style-type: none">○ Integral to process – companies in charter attractive to clients○ Need to engage at individual levels/workers/contractors○ Make a noise about it○ Measurement mechanism – with baseline data	
9	<p>Implementation of the charter involves effective & successful engagement with key stakeholders. Who do you we need to engage and consult with?</p> <ul style="list-style-type: none">✓ Unions✓ CCS✓ Government (think about the chain from someone on site up to legislation to include key stakeholders at each stage)✓ Accreditation bodies✓ CSCS✓ Considerate Constructors✓ CITB✓ Finance✓ Federations/Associations✓ 2nd/3rd Tier✓ SME's (1 Man Band)✓ Social Enterprises	

	<ul style="list-style-type: none"> ✓ Workers (sample of PAYE, CIS etc) ✓ Regional & Local Government (GLAA/TfL etc) <p>How</p> <ul style="list-style-type: none"> ✓ Invite to meeting ✓ Strategic Partnership ✓ Feature Magazines ✓ Wider S/H Group ✓ Social Media ✓ Digital ✓ Workshops/Training/Facilitated Understanding ✓ Meetings to try and drive it into procurement (e.g. like Social Value) ✓ Focus Groups 	
10	<p>What does this group need to create or promote to support the engagement/education of the supply chain?</p> <ul style="list-style-type: none"> ✓ Workshop materials ✓ Create a network of accreditation bodies – Government bodies e.g. CITB, FEDS, CCS etc ✓ Need to engage with people in tiers 2 -4 ✓ Series of on-site communication e.g. Posters, what to do if you have labour issues – toolbox talks etc ✓ Glossary – Idiots guide to PAYE, Umbrella companies etc ✓ PR Campaign around why, what and get involved ✓ Ambassador/Champion/Advisor network from high level professionals ✓ Comparator calculator sharing long term effects of different scenario’s e.g. financial forecasts for an individual – self assessment calculator etc ✓ Signpost companies who have signed the charter (maybe a Sunday Times Top 100 idea – or some awards. 	
11	<p>The outputs identified above are all to be implemented into the “People Matter” strategy document. Draft and circulate to the group for comment and peer review</p>	Helen Carter - Outstanding