

## Wales Leadership Group Meeting

Date: Tuesday 23<sup>rd</sup> January 2018 – 11am – 1:00pm

**Date:** Tuesday 23<sup>rd</sup> January 2018

**Where:** Kier's Offices, 1<sup>st</sup> Floor, Conway House, St Mellons Business Park, Fortran Road, St Mellons, Cardiff, CF3 0EY

**Attendees:** Wyn Prichard- Neath Port Talbot College (Chair), Paul Parkinson- Supply Chain School, Rosie Watts- Supply Chain School, Amanda Wright- BAM, Julie Timothy – Bouygues, Brian Morris - Bouygues, Paul Wintle- CITB, Emma Bull - ISG, Dale Hartley – Sapphire Utility Solutions, Ashleigh Vers – Skanska, Richard Hayes – Welsh Water, Andrew Bowen – Welsh Water , Jo Charles- Willmott Dixon, Michael Chaney- Willmott Dixon, Paul Wintle CITB/CFW.

**Apologies:** Faye Browning – Barratts, Matthew Wood- Barratts, Howard Davies- ISG, Harrison Barrett- Kier, Simon Richards – Sir Robert McAlpine, Joanna Morgan - Swansea University.

### Meeting Notes

#### Welcome and Introductions:

- ✓ **Emma Bull** was introduced to the Group as the representative from ISG, standing in for Howard Davies who was unable to attend
- ✓ **Dale Hartley** was introduced to the Group as the representative for Sapphire Utility Solutions, a new Partner of the Supply Chain School.

#### Previous minutes and actions:

An update was provided on the previous meeting minutes and actions.

#### Outstanding actions:

- Ethical Supply Chain event in North Wales
- The election of a Deputy Chair
- Employability Programme with DWP as a Partner

The Group was informed of the North Wales Leadership group which took place on the 12<sup>th</sup> December. Due to weather conditions the attendance of this meeting was affected. It was discussed at the meeting that the Group would like to run 'Ethical Supply Chain' sessions in North Wales.

**Action:** School to arrange in concert with CFW.

As discussed at previous Leadership group meetings there is a Deputy Chair role available for the Leadership Group. The Deputy Chair role involves assisting the Chair during meetings and standing in as the Chair of the meeting when the Chair is unable to attend.

**Standing action:** Partners are requested to put their name forward.

An Employability Programme was discussed with the group. The potential programme could last 6 weeks-3 months and would include class room training, work experience and an interview with for an advertised job role. The Group agreed this would be something they would like to discuss further. However, it was highlighted that there may be duplication due other similar programmes that are available.

#### Actions:

- Paul to contact Partners who have experience with similar Employability Programmes and School to arrange a meeting to discuss further.

#### Wider School update:

An update was provided on the School's progress and current development.

#### BIM:

The new BIM school was showed to the Group. The BIM school and methodology were developed by 14 of the School's Partners. The Partner organisations below were involved with the development of the BIM Maturity Matrix.



The School contains a BIM assessment which enables companies and individuals to better understand the Skills needed to reach BIM level 2 and Beyond.

Please [click here](#) for access to the BIM School.

#### Actions:

- Paul and Rosie to provide the name of colleagues from the Partner organisations that were involved with the development of the BIM school
- Rosie to share the email address of Alex Giles the School's BIM contact –so that Partners can put their BIM team in contact with Alex should they wish.

#### Fairness, Inclusion and Respect:

The FIR programme is a cross- industry programme to develop a culture of Fairness, Inclusion and Respect (FIR) within workplaces.

The group were made aware of the Partner opportunities within the FIR programme.

Partner opportunities include:

- FREE FIR workshops – take advantage of FREE introduction to FIR workshops for your internal teams and supply chains
- FIR Ambassadors- Demonstrate commitment to FIR by raising a group of FIR Ambassadors to champion FIR in your workplace and across your supply chains
- FIR Toolkit – Access to the FIR resource library containing e-learning modules, Toolbox talks, case studies and trainer guides.

#### Actions:

- Group to contact Paul or Rosie if they would like to run a free FIR workshop
- Rosie and Paul to speak to the FIR Project Manager – Tolu Oke in regard to running a FIR Ambassador event in Wales

- Group to provide Paul or Rosie with any FIR resources from their own organisation that can be placed on the School website

### Category Groups:

Two new category groups have been developed within the School. The category topics for these groups are Plant and Labour. The groups will be responsible for developing best category management requirements.

During the discussion of the category groups it was suggested that if the group decides to set up an Employability Programme, the programme and the Labour category group should be linked.

**Action:** Rosie to send the contact name of the individuals that attended the previous Plant and Labour category groups.

### Lean Construction School:

The Lean Construction School is being created to develop competence and skills within Lean across the Construction Sector. The School is being developed in partnership with the Lean Construction Institute and is funded by CITB, with contributions from MACE, BAM, Carillion, Costain and Skanska. Resources within the school include an online diagnostic, e-learning modules, workshops, train the trainer module and workshops and an online community. The School will be launched in March 2018.

### Outputs and delivery:

The Group was updated on the Wales School current progress against targets:

Target: End March 2018	May 2017	July 2017	September 2017	January 2018
500 active School 'company' members	361	503	645	785
800 Individuals	528	878	1,414	1,494
6 New Partners	2	2	2	2
2x Launch events	Completed	Completed	Completed	Completed
Wales focused e-module	Completed	Completed	Completed	Completed
Vales focused self assessment	Completed	Completed	Completed	Completed
400 delegates at 4x Supplier days	61 <i>(1 completed)</i>	61 <i>(1 completed)</i>	168 <i>(2 completed)</i>	250 <i>(3 completed)</i>
8 Training workshops	TBC	7 scheduled	8 scheduled <i>(4 completed)</i>	10 completed
200 self assessments	14	77	154	189 Self assessments for companies with a Welsh Postcode 466 assessments for companies that have an interest in wales
300 views of e-learning / resources	17	315	352	430

Although positive overall, It was highlighted that an area of concern is achieving the New Partner target. The Group provided suggestions on how this may be achieved:




### Actions:

- Group to contact Paul if they have any leads to potential Partners

- Paul and Rosie to look at the companies who have attended Wales events and see if there are any potential Partner leads

### Business planning for 2018/2019:

The group were advised on the potential budget for the Wales School:

**Budget to March 2019 - Wales**   

Sector group has ability to re-prioritise activities in-year

Budget item	Budget
Supplier days x 4 @ £12,000 each (2 shared with other groups e.g. Housing and Infrastructure)	£36,000
Workshops x 10 @ £1,500 each	£15,000
Sector Manager: <i>facilitates the group</i>	£15,000
Video based content	£5,000
Member engagement, relationships, case studies and site content	£30,000
E-learning development x 1	£10,000
Knowledge manager: <i>updates current resources and adds new</i>	£8,000
Partner recruitment	£5,000
Intelligent marketing systems	£5,000
<b>Total cost</b>	<b>£129,000</b>

The Group were asked to conduct an exercise focused on what they would like the School to focus and the key sustainability challenges that their organisations face.

### What are the big sustainability challenges faced by your organisation and supply chain:

- Enhancing local communities, raising skill levels – encouraging investment in Wales supply Chain – Local procurement
- Social Value

### Supplier days/ workshop topics and comments:

- Ethical Employment
- Measuring Social Value
- Skills Gap – trade with non-recognised apprentice routes e.g. drylining
- Supplier day – Future Generations Act
- Supplier days focused on projects – Sustainable housing/energy
- Working in a regulated environment (SME Development)
- Social Value in Supply Chains
- Waste – Single Use plastics
- BIM workshop – public workshop – BAM to host
- Welsh Government Procurement Sustainability trends
- Constructing excellence – linked Marketing opportunity- Emma attended our supplier day in Cardiff

- Event focused on Welsh based consultants and designers

**Actions:**

- Paul and Rosie to report back to the group on how far the designers special interest group is progressing within the UK-wide School
- Rosie to identify Emma from Construction Excellence on the School system and Paul to contact Emma with regards to marketing opportunities.

**Framework supplier day:**

Kevin Shackson and Christopher McLellan from SEWSCAP joined the meeting to discuss the framework supplier day that the group would like to run. SEWSCAP is keen to be involved in the day and further conversations to firm up date and format to be arranged.

The broad format of the supplier day was suggested as the following:

- Introduction to the School/ the day
- SEWSCAP – Recent changes/pipeline/sustainability targets/emphasis
- How to help to achieve sustainability targets with SEWSCAP.
- Partner collaboration presentation – block of 3 or 4- How we have delivered sustainability targets
- The role of all supply chain tiers in delivering the sustainability targets
- Cardiff Council - Socially Responsible procurement policy
- Afternoon sessions provide on Modern Slavery/ Social Value/FIR

**Framework Supplier day comments/suggestions:**

- It was suggested a Paper could be developed after the supplier day which would be sent to WG/SEWSCAP feeding back on SEWSCAP'S development in certain areas.
- Make the supplier day Welsh Specific –may not necessarily be the normal supplier day format, instead having 4 themes with discussion points
- Mini training sessions with SEWSCAP to be delivered in the afternoon focusing on environmental and sustainability issues
- Partner case studies illustrating how Community Benefit can be delivered (smaller company, too).

**Actions:**

- Paul to contact Partners with regard to speakers for the supplier day
- Paul and Rosie to confirm the date of the event with the Group – the Minster is available on the 20<sup>th</sup>, 21<sup>st</sup>, 26<sup>th</sup> and 27<sup>th</sup> March.
- Paul and Rosie to create a brief for the supplier day which is to be distributed to the group
- SEWSCAP to circulate their presentation round to the group

Wales Leadership Group Meeting  
Date: Tuesday 23<sup>rd</sup> January 2018 – 11am – 1:00pm

**AOB:**

- SEWSCAP offered to attend future LG meetings, the group agreed
- Willmott Dixon have offered to host the next leadership group meeting at their offices in Cardiff – date TBC