

**Date:** Thursday 21<sup>st</sup> June 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, Becky Hodder – Skanska, Adrian Mathews – EFT Consult, Donna Griffiths – CITB, Phill Church – Morgan Sindall, Sian Davies – Bouygues,

**Apologies:**, Harrison Barrett- Kier, Simon Richards – Sir Robert McAlpine, Rosie Watts- Supply Chain School, Amanda Wright- BAM, Emma Bull - ISG, Dale Hartley – Sapphire Utility Solutions, Ashleigh Vers – Skanska, Andrew Bowen – Welsh Water , Jo Charles- Willmott Dixon, Michael Chaney- Willmott

**Please note these meeting notes are to be read in conjunction with the agenda and pre-read slides as circulated to all.**

### Meeting Notes

#### 1. Welcome and Introductions:

- ✓ **Phill Church from Morgan Sindall** was introduced to the Group as the representative from Morgan Sindall
- ✓ **Adrian Mathews from EFT Consult** was introduced as an observer with a view to becoming a Partner
- ✓ **The Chair asked that it be placed on record the Group's thanks to Rosie and Paul for their work on the recent supplier day.**

#### 2. Previous Minutes and Actions:

Minutes from the last meeting were agreed.

An update was provided to the Group with regards to outstanding actions as below:

#### **Outstanding Actions:**

##### 1. Ethical Supply Chain event in North Wales

Two Modern Slavery / Ethical Supply Chain events have now been developed for October (*one to be held in North Wales*). The Leadership Group will be issued with updates / information about these events as soon as possible.

##### 2. The election of a Deputy Chair

This position is still open and available should a Partner wish to put their name forward.

##### 3. Employability Programme with DWP as a Partner

It was noted that CITB are investing in commissioned projects some of these themes related to Employability are Pre-employment, long term unemployment and youth employment, where CITB has reviewed the evidence base and has identified the outcomes they wish to achieve. The

outcomes and amount of funding available will be determined over the Summer months along with criteria and eligibility of applicants.

More information on CITB funding can be found [here](#)

### 3. Wales School Update:

#### Outputs and Delivery:

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

Target: End March 2019	April 2018	May 2018
500 active School 'company' members	89 / 500	136 / 500
6 New Partners		1 / 6
Supplier days	1 / 4	1 / 4
400 delegates at 4x Supplier days	203 / 400	217 / 400
10 Training workshops	0 / 10	1 / 10 – 7 scheduled
200 self assessments	51 / 200	51 / 200
Reassessments	9 / 100	17 / 100

#### Events Programme:

The workshops and Supplier Days for the coming financial year have begun to take shape with a few Partners identifying which workshops they would like to run, however, several Partners have yet to choose which workshops they would like to run for their supply chain / Wales-based teams.

The next large-scale event will be focused on Infrastructure with Welsh Water and the Alliance being the focus. Meetings are ongoing as to the topic of this session and updates will be provided to the Group regarding the event as soon as possible.

#### Actions:

- **Partners to:**
  - Confirm to **Rosie** which workshops they would like the School to deliver, either for their internal staff members or their supply chain
  - Consider hosting a “Partner Engagement Workshop” to help raise awareness of the business benefits of the School, and resources available

#### Supplier Days Calendar

Date	Name of Event	Partner	Location	Public / Internal
September TBC	Infra’ supplier day	Welsh Water/Skanska	TBC	Public
6 <sup>th</sup> Nov 2018	Construction Breakfast Briefing		Cardiff	Public
31 <sup>st</sup> Jan 2019	Homes Breakfast Briefing		Cardiff	Public
Feb 2019	Inspiring Change Supplier day		TBC	Public

#### Workshops Calendar

Date	Name of Event	Partner	Location	Public / Internal
27 <sup>th</sup> June	BIM & Digital Maturity Matrix	BAM	Cardiff	Public
5 <sup>th</sup> July	Introduction to FIR	CITB	Cardiff	Public
17 <sup>th</sup> July	Circular Economy	Kier	Cardiff	Public
13 <sup>th</sup> September	Becoming a FIR Ambassador	TBC	TBC	TBC
9 <sup>th</sup> October	Willmott Dixon Cat A	Willmott Dixon		Internal
16 <sup>th</sup> October	Modern Slavery		Cardiff	Public
23 <sup>rd</sup> October	Modern Slavery		North Wales TBC	Public
TBC	Introduction to FIR	Kier	TBC	TBC
TBC	Introduction to FIR	TBC	TBC	TBC
Jan 2019	Becoming a FIR Ambassador	TBC	TBC	TBC

#### 4. School resource focused on Wales:

The Wales School budget allows for the Leadership Groups to produce a resource (E-Learning module, video etc) and the Group was asked to identify relevant topics for consideration.

Social Value / Community benefit was highlighted as a key area which could be blended with the Welfare of Future Generations Act.

**Action:**

- **Paul** to take further soundings from those Leadership Group members not in attendance prior to confirming the topic.

#### 5. FIR Programme:

The Fairness, Inclusion and Respect (FIR) programme was highlighted to the Group and it was noted that 29 delegates had signed up to the 'Introduction to FIR' event on 5<sup>th</sup> July (*to be held in Bridgend*) and that there would be further sessions throughout this financial year.

CITB noted that it was important that the follow-on session 'Become FIR Ambassador' was scheduled ASAP so that we could advise delegates who attend on 5<sup>th</sup> July.

**NB:** This action has been completed and the session will take place on the **13<sup>th</sup> September in Cardiff** (Venue tbc).

#### Potential 'Inspiring Change' event:

An event along the lines of CECA's recent 'Inspiring Change' event was also discussed.

The key areas that the Group advised for this event could focus on were:

- Productivity
- Behavioural change
- Cultural change and behavioural norms
- Improving communication between disciplines / trades
- Substance abuse

#### 6. AOB

**No any other business was raised**

#### 7. Close

**Date of Next Meeting:** To be advised