

Date: Thursday 27th September 2018

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

Attendees: Amanda Wright (BAM), Julie Timothy (Bouygues), Emma Bull (ISG), Howard Davies (ISG), Mike Little (Morgan Sindall), Paul Hancock (Sapphire Utility Solutions), Paul Parkinson (Supply Chain School), Rosie Watts (Supply Chain School), Ross Primmer (Supply Chain School), Joanna Clarke (Swansea University)

Apologies: Sian Davies (Bouygues), Harrison Barrett (Kier), Simon Richards (Sir Robert McAlpine), Dale Hartley (Sapphire Utility Solutions), Ashleigh Vers (Skanska), Andrew Bowen (Welsh Water), Jo Charles (Willmott Dixon), Michael Chaney (Willmott Dixon)

Meeting Notes

1. Welcome and Introductions:

- ✓ Paul Hancock from Sapphire Utility Solutions was introduced to the group, standing in for the main representative Dale Hartley

2. Previous Minutes and Actions:

The group was updated on outstanding actions from the previous meeting.

One outstanding action is for the group to **select a Deputy Chair for the Wales School**. The role involves looking at ways in which the Wales school can be driven forward, speaking about the school at Wales school events and standing in for Wyn Prichard when Wyn is unable to attend leadership group meetings. If you would like to nominate yourself for this role, please email paul@supplychainschool.co.uk

A second outstanding action is for Partners who have not taken up a workshop opportunity to let Rosie know what workshop they would like to hold. Workshops within the school can be 'internal' (for your colleagues or supply chain) or public (open to anyone within the school). The school has a workshop brief which list a range of topics that the school can deliver a workshop on.

Joanna Clarke from Swansea University has offered room availability for any Partners that may not have space at their own offices.

Actions:

- Rosie to resend the workshop brief around to the group
- Partners to contact rosie@supplychainschool.co.uk if they would like to host a workshop

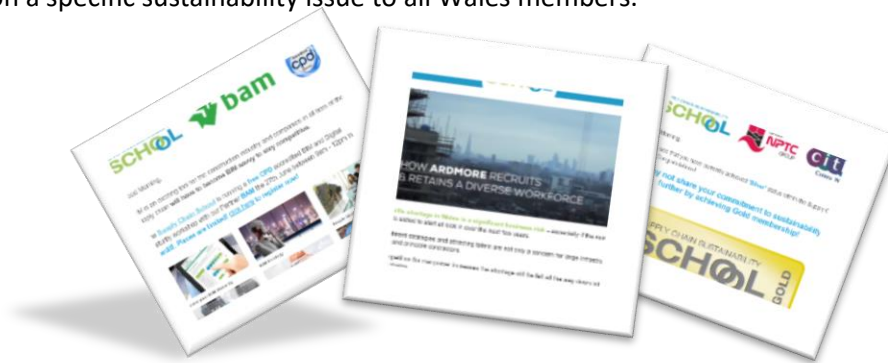
3. Wales School Update:

Outputs and Delivery:

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

Target: End March 2019	April	May 2018	June	July	August
500 active School 'company' members	89	136	143	166	568
6 New Partners	0	0	0	0	1
Supplier days	1/4	1/4	1/4	1/4	1/4
Learners @training	203/400	217/400	257/400	266/400	266/400
10 Training workshops	0/10	1/10 –	2/10	3/10	3/10
200 self assessments	51/200	51/200	51/200	55/200	60/200
Reassessments	9/100	17/100	17/100	17/100	17/100

The Wales school has achieved its target of 500 active school 'company' members. This target was reached with the help of weekly marketing campaigns that the Wales school has been sending out. Each month the Wales school has been sending marketing campaigns containing resources, on a specific sustainability issue to all Wales members.



The topics that have been focused on so far are:

- BIM
- Circular Economy
- Fairness, Inclusion and Respect
- Member engagement

In August the Wales school ran a campaign on member engagement, which encouraged members to increase their level of membership. As a result, the Wales school had a **77% increase** in active members from July to August!

Events Programme:

Please see below the upcoming events for the Wales school:

Supplier days:

Date	Name of Event	Location	Public/internal
6 th November	Construction Breakfast Briefing	Cardiff	Public
31 st January 2019	Homes Breakfast Briefing	Cardiff	Public
February 2019	Inspiring Change Supplier day	Cardiff	Public

Paul asked the group their thoughts on running an Inspiring Change supplier day. The group discussed that the day could be revolved around young people, Women and Diversity. The day could also contain presentations showcasing the good work the Partners have done around inspiring change.

Bouygues, ISG and Morgan Sindall volunteered to run a joint breakfast briefing on Social Value.

Workshops:

Date	Name of Event	Partner	Location	Public/internal
16 th October	Combating Modern Slavery		Cardiff	Public
23 rd October	Combating Modern Slavery		Wrexham	Public
31 st October	Introduction to Sustainable Construction	Willmott Dixon	Cardiff	Public

The group was informed of the current number of sign ups of the Modern Slavery workshops in North and South Wales.

It was suggested that when trying to get delegates to complete self-assessments at workshops, the School should create and send log ins for the people who do not have an account to enable delegates to complete the self-assessment online during the workshop. Rather than completing a paper assessment which has been used at previous workshops.

4. FIR Programme:

The Wales school now has a total of 18 FIR Ambassadors! This was as a result of running one Ambassador session on the 13th September 2018.

5. Procurement Special Interest Group

The Procurement special interest group focuses on specifying a solution for the School to engage procurement professionals into learning. It also involves establishing relationships with professional institutions to ensure the School's leadership initiatives are applied through procurement.

The group was asked to provide feedback on the topics that the School should run a special interest group on. The ideas consisted of:

- Producing a resource that can be used by further education that is aligned with other qualifications – it was discussed that this could be linked to the Horizon group
- The Skills gap and diversity in construction. This idea involved hosting events which target influencers such as staff of schools/colleges and partners. It was suggested that NPTC group of colleges could host the event and the event could contain workshops on topics such as FIR for young people.
- Partners, Manufactures and Suppliers- The group suggested that all Partners need to come together to drive change from manufactures. If Partners collaborate they are more likely to create change.
- Paul Parkinson suggested to the group running a Special Interest Group on fit out and M&E.

6. Category Groups

A category group is a working group made up of clients, contractors and suppliers, which focuses on specific areas and look at how to address sustainability issues within those areas. Within the School there are currently Plant and Labour category groups. The group was asked their ideas for a new category group. The group suggested creating a core unit on sustainability and how it is currently applied to construction.

7. New Learning Resource for Wales

Ross Primmer from Action Sustainability was invited to the leadership group meeting to discuss the development of a new on-line resource for the Wales school. The group was shown the current resources that are available in the Wales school and was asked to think of a topic and resource type that could be created.

An e-learning module resource focused on the application of the Well-being of future generations act to construction was agreed.

It was also agreed that social value should be included in the video covering how and why Social Value/Community Benefit is important and containing good examples of Social Value/Community Benefit.

The Welsh Assembly's Well-being of Future Generation Act online resources was suggested as a good resource for the school to look at.

Actions:

- Ross Primmer to create a brief for the e-learning module and circulate this to the group. The group is to then come back to Ross with any comments or suggestions

Howard Davies from ISG presented on the UK's first Level 3 Applied Diploma in Professional Construction Practice. The qualification is being implemented across schools and colleges in UK as well as all ISG offices. The course covers temporary works as well as ongoing works and all videos are aligned to the course. Members of staff from ISG work with colleges to deliver this course and other Partners are encouraged to help deliver this programme.

Actions:

- Howard Davies (ISG) to send Paul Parkinson an invite to a contractor's event that they are running. Paul is to then distribute this to the rest of the group
- The School to follow up with suggestion of collaborating with NPTC Group and ISG on a launch event for the programme
- The group to contact Howard Davies or Emma Bull (ISG) if they have any questions regarding the programme

8. Construction Breakfast Briefing 6th November 2018

The Wales school and the Construction school are running a joint breakfast briefing on the 6th November at the All Nations Centre. The event will be a follow up event from the 24th April 2018 SEWSCAP supplier day focusing on understanding the priorities and the challenges faced by main contractors in the region.

The school was looking for two Partners to speak at this event. Mike Little from Morgan Sindall volunteered to speak at the event on Social Value and Morgan Sindall's Pipeline.

Actions:

- Becky Bryant to contact Mike regarding presentation slots
- Rosie Watts and Becky Bryant to liaise with Partners regarding sending marketing out to their contacts for this event

9. AOB

No AOB was raised

10. Close

Date of Next Meeting: 29th November 11am -1:00pm at Kier Construction, 1st Floor, Conway House, St Mellons Business Park, Fortran Road, St Mellons, Cardiff