

**Date:** 23<sup>rd</sup> July 2020

**Attendees:** Helen Carter (Action Sustainability), Manish Tailor (Vinci Construction); Robyn Conway (Supply Chain Sustainability School) Andreas Gottfried (Hercules Construction); Paul Skitt (Flannery Plant); Nathalie Ritchie (National Grid); Eugene Meehan (O’Neil & Brennan); Jane Urwin (Reliable); Alex Trautrim (Nottingham University); Andrew Eldred (ECA); Fiona Burke (McGinley)

Cc: Clare Bradbury (Action Sustainability) – Shaun McCarthy (Action Sustainability)

**Summary of actions & notes**

Notes & Actions		
No	Action/Note	Responsible
1	The group were provided with an overview of the revised Business Plan – all accepted	Note
2	The group asked if there is a way to see who has signed within the supply chain. This functionality will need to be built into the online tool – so should be included in the User Journey	Note
3	In the meantime, the signatory list will be circulated with the minutes. It will be uploaded into google docs and Helen will create a Microsoft teams’ folder to upload all the key documents and store them for people to access.	Helen Carter
4	The group discussed promoting the People Matter Charter and encouraging signatories. Nathalie has been engaging with the Utility sector and trying to encourage additional clients to commit	Note
5	Paul Skitt has indicated that CPA is another key stakeholder to engage – Paul & Helen to arrange a call with the CPA to discuss their engagement and how it can progress	Paul Skitt/Helen Carter
6	Paul Skitt indicated that the Highways England would be a good signatory and will discuss with Paul Whitehead who could take their signatory forward	Paul Skitt
7	Helen Carter informed the group that we have had some interest from RICS which is being pursued and dialogues are under way with EMCOR and Engie to become signatories which would open up the FM sector	Note
8	Manish Tailor outlined the process that they have developed to encourage signatories through their procurement process. This case study to be included in the Newsletter for July/August – Helen to liaise with Indra and Manish to get the wording and content together	Helen Carter/Manish Tailor/ Indra Peachy
9	Nathalie Ritchie has asked Helen Carter to attend the next Steering group for the Modern Slavery Working Group – Nathalie to provide Helen with dates	Nathalie Ritchie
10	Group discussed validation systems that could be engaged with, to integrate the People Matter Charter into them or the requirements of the charter. Schemes mentioned included: <ul style="list-style-type: none"> <li>✓ Common Assessment Standard</li> <li>✓ Achilles/UVDB</li> <li>✓ Constructionline</li> <li>✓ PAS91</li> </ul>	Note

	<ul style="list-style-type: none"> <li>✓ Building Confidence</li> <li>✓ CHAS</li> </ul> <p>The 2 priority schemes to engage with were noted as:</p> <ul style="list-style-type: none"> <li>✓ Common Assessment Standard</li> <li>✓ Achilles/UVDB</li> </ul> <p>As dialogues and close links were already in place.</p>	
11	Nathalie Ritchie to set up call with Achilles/UVDB to discuss the way forward for the Charter and the accreditation scheme	<b>Nathalie Ritchie</b>
12	Manish Tailor to work with Helen Carter to connect up to the Common Assessment Standard with a view to understand how the People Matter Charter can be embedded	<b>Manish Tailor/Helen Carter</b>
13	Build UK were also a key organisation to engage and Andrew Eldred provided a contact to engage with – Helen Carter to contact them about how we get closer in this area - David.Bishop@BuildUK.org	<b>Helen Carter</b>
14	<p>The training and comms plan were reviewed. For the employment &amp; skills business bytes outlined Andrew Eldred and Paul Skitt expressed support and willing to be involved. Other stakeholders to include were:</p> <ul style="list-style-type: none"> <li>✓ CLC – Andrew has a contact there – Ruth Devine</li> <li>✓ CPA – Paul Skitt has a contact</li> <li>✓ HS2 – Paul and Manish to engage</li> <li>✓ EU Skills – Stephen already engaged</li> <li>✓ GLA/West Midland Authority – Paul has some contacts</li> </ul> <p>Helen to create a meeting invite for each of these events and an overview of what we are looking for the event to cover. This will be sent to Paul, Manish and Andrew in order to interest their contacts.</p>	<b>Helen Carter</b>
15	<p>An overview of the functionality of the Barratt tool was provided to the attendees. It was agreed that with some modifications this would fit our need. The main discussion focussed on the outputs from this tool in terms of being able to see:</p> <ul style="list-style-type: none"> <li>✓ Who are signatories?</li> <li>✓ How are they progressing in implementing the charter?</li> <li>✓ Year on year benchmarking etc</li> </ul>	<b>Note</b>
16	<p>Reporting requirements are not included in this years budget but will need to be included in the user journey to ensure that they functionality it included in the development.</p>	<b>Note</b>
	<p>Meetings to be set up for the review of the roadmap wording in order to automate it. Dates sent out separately to interested parties – if you would like to join please contact Helen Carter:</p> <p>Modern Slavery &amp; International Human Rights – 11.00 – 12.00 – 10<sup>th</sup> August 2020          Living Wage – 14:00 – 15:00 – 10<sup>th</sup> August 2020          Wellbeing – 16:30 – 17:30 – 10<sup>th</sup> August 2020          Employment &amp; Skills 0 10:00 – 11:00 – 18<sup>th</sup> August 2020          Employment Conditions &amp; Right to Work – 14:00 – 15:00 – 18<sup>th</sup> August 2020</p> <p>Agenda for each of these meetings includes:</p> <ol style="list-style-type: none"> <li>1) Review existing roadmap wording</li> </ol>	<b>Helen Carter/All</b>

	2) Draft of first words 3) Discussion on guidance to be created to support this element	
17	User Journey meeting has been set up to develop the user journey that will be then sent to the developers: ✓ 5 <sup>th</sup> August 2020 – 11:00 – 13:00	
18	Next meeting – 24 <sup>th</sup> September 2020 – Teams Meeting	<b>Note</b>