

Date: 12/11/2024

Attendees:

Emma-Jane Allen, Will Glover (Action Sustainability), Maria Fernandez Cachafeiro (Multiplex Global), Jo Potts (Balfour Beatty), Kimberley Gibson (Kier), Manish Tailor (BBVSJV), Eliza Chanin (Reconomy), Rachael Burn (Mitie), Lauren Edwards (Berkeley Group), Nikolaos Sapounas (Octavius), Kerry Albrighton (NG Bailey), Jordanne Smith (Kier), John Bullivant (Travis Perkins), Eva Juskova (Laing O'Rourke), Daphning Pierre (National Grid), Bob Mitchell (Venesky-Brown), Rebecca Lea (Willmott Dixon), Danielle Hayford (HE Simm), Julie Swanepoel (Suez), Phillip Greenman (SKANSKA), Simon Stone (Galliford Try), Georgia Pilejko (MWH Water Treatment), Sara Robertson (RSK), Angela Hughes (Speedy Services), Amanda Parker (Yorkshire Water), Rebecca Winter (Amey), Obinna Nwonu (Careys), Anna Slatcher (Barratt), Julia Anukam (Vistry), Sasha McGown (Briggs), Justin Gilbert (Veolia), Matt Ansell (BU), Hayley Brown (NG Bailey), Dominique Cooper-Richards (National Gas).

Summary of actions & notes

Notes & Actions		
No	Action/Note	Responsible
1	<p>Overview of the session</p> <p>This session was our 2025/26 business planning meeting. This included an operational update of where the group is currently at in terms of delivering plans for the current financial year as well as key achievements since our last meeting.</p> <p>The main focus of the session was to discuss the group's proposed priorities for the 2025/26 financial year. This involved a workshop, with groups discussing the proposals sent by partners prior to the session.</p>	
2	<p>Link to the Mural used during the workshop</p> <p>https://app.mural.co/t/actionsustainabilitytradingl8908/m/actionsustainabilitytradingl8908/1730974767960/7af8faa5991484de1711606a9e9ac3d7bebe8c96</p>	
3	<p>Conclusion</p> <p>Following the session, EJ has sent round her proposed plan developed from the ideas put forward in the session and aligned it with the group's budget of £37k.</p> <p>There are now 2 key actions for you to take, using the 'Agreed budget items/activities for 2025/26 table below:</p> <ul style="list-style-type: none">Let Will/EJ know if you have any concerns or comments with the proposed next steps by 2 December – if we don't hear from you by then, we'll assume you're happy with the proposed next steps.Please consider the questions related to audits at the end of this email and respond to Will by 6 December	

	A link to the email sent by EJ has also been attached to the email with these notes.	
	Next session 21 st January 2025 (9:30am-12:30pm) – Virtual on Teams	

Agreed budget items / activities for 2025-2026	Estimated Budget
Day to day running of group (project management / prep / delivery / follow up for 4 virtual meetings per year and business planning process)	£8,470
Face to face conference (EJ and Will's prep time to develop agenda, identify speakers / speaker liaison, support marketing and events team, run, set up and attend event on day)	£5,500
Survivor with lived experience consultant, working with Align Ltd (they offer the opportunity to speak to a range of lived experience consultants and invite them to put forward proposals. Successful consultant is supported to help prep for the event. In 2024 this cost £2,300 including travel costs.	£2,300
Development of due diligence assessment and resulting ten-point action plan – see attached pdf for overview of proposal: <ul style="list-style-type: none"> • Development of content, identify suitable resources, facilitate the working group of partner volunteers to peer review / input into the process • Website development (I'm waiting for an estimate on this cost or whether this could be covered by the wider school budget) 	£11,000 TBA
Delivery of 4-6 webinars to showcase good practice – <ul style="list-style-type: none"> • Content could be steered by reviewing the results of the due diligence maturity assessment – where are the gaps / opportunities for improvement? • Case studies on good practice in audits (assumes partners or members will share their insights) • Case studies on good practice due diligence (assumes speakers speak for free -reliance on school partners, members or other organisations to volunteer to speak) • Right to Work (assumes speakers will be suggested who can speak for free) 	Cost should be covered by wider school budget
Partners drive impact by promoting existing School resources to their colleagues and supply chain e.g. Operational Toolkit, learning pathways, e-modules, videos	No cost
Partners use the School's resources internally to drive a more collaborative approach through procurement / supply chain – for example the updated procurement guidance and supply chain mapping protocol (both launching in 2025)	No cost
Total cost:	£27,270
Other budget items for consideration:	Estimated remaining budget (from £37k) £9,730

<p>Support collaborative initiatives? – ½ day per month?</p> <p>For example helping drive forward the development of a Modern Slavery Construction Intelligence Network, engaging / speaking /participating in other forums e.g. Unseen, CCLA Investment, BSA Modern Slavery Council, Slave Free Alliance Utilities Against Slavery Group, RSSB modern slavery group, other industry modern slavery groups</p>	<p>£4,000 (0.5 days per month)</p>
<p>Collaborative approach - AUDITS?</p> <p>This came up as a priority for many of you, but we didn't get time to scope this out. Feedback is required on this.</p>	<p>?</p>
<p>Other formal proposals submitted prior to the workshop that that didn't make the top 3 as voted in the workshop included:</p> <ul style="list-style-type: none"> • Development of video or e-module on right to work – Balfours, Kier and Willmott Dixon are looking to progress this outside of the school although any resulting content would be included in the School resource library. Contact Jo Potts if you are keen to be involved. • Development of some two pager fact sheets to support procurement of renewable energy technologies, highlighting the human rights risks of items such as batteries (along with other sustainability considerations like circular economy and climate). Depending on the outcome of the discussions around audits, we could revisit this idea in the future - or consider funding this outside of the School if there is enough interest. 	<p>n/a</p>