



**Contract for Change**

**Steering Committee Relaunch Meeting 04/05/2022, 15:00-16.30**

**Minutes and Actions**

<b>Attendees:</b>	<b>Apologies:</b>
Alison Chessell Beth Pilgrim Catherine Manning Danielle Goodrick David Shields Jo Parkes-Newton Lindsay Rosul Lisa Beers Melissa Bell Nassime Bizori Sarah Ottaway Tim Cummins	Angela Beanlands Crispen Sachikonye Joshua Pritchard Luke Richardson

**Agenda:**

1. Introductions
2. Overview of proposed programme structure
3. Steering Committee role review
4. Relaunch plan
5. Inaugural conference
6. Thematic Working Groups
7. Next Steps and AOB

**Minutes and actions:**

**1) Introductions**

Members of the Steering Committee and the Strategic Partners introduced themselves and provided background to their interest in the programme and the relevance of their organisations.

**2) Overview of proposed programme structure**

- David Shields (DS) and Catherine Manning (CM) provided an overview of the programme and covered key outcomes.

Contract for Change aims to provide clarity on organisational intent around social value, to connect organisations and functional strategies to operations, to identify their key social value and integrate



this into organisational activity, to design commissioning and procurement activity around their social value goals, to ensure effective measurement and reporting, and to provide a route for continuous improvement. There is lots of intent but little evidence in case studies, which drives the project. Legislation on environment has improved globally, climate reporting now sits at the top of corporate agenda. Reputational risk carried in environmental commitments.

- Draft Programme outcomes were presented. Some discussion on focus of programme, and framing of problem being addressed.

## **Comments by Committee members in relation to programme overview and outcomes:**

Sarah Ottaway (SO): Common understanding lacking & clarity on organisational intent, people interpret social value differently.

Lindsay Rosul (LR): Reporting against different models is a challenge. Capability on buyer and supply sides would be interesting to bring forward.

Tim Cummins (TC): Greater standard of process is an important component. Can we develop new modern contract standards? Our focus is to harmonise, particularly around the environment. A big challenge is deploying contract terms across the supply chain, biggest problem is big corporates having no relationship with orgs that create greater inclusion & diversity. Blockchain employed in shipping is a case study. What are the reputational risks? Legal consequences of contract law/legal figures will be a challenge.

DS in response to Lisa Beers(LB) question about framing of problem and whether this includes commissioning: Yes, commissioning is included. The issue is really to make sure there is an overarching strategy that procurement, commissioning and contracting activity is aligned to.

SO: Different depts don't always communicate with one another. Suggestion to include communication as part of programme approach, with different departments added as an affected stakeholder group

Danielle Goodrick (DG): Potential to embed social value at each stage of the procurement process.

Alison Chessell (AC): In practice, people don't necessarily follow the cycle, lack of embedding, cycle is good in theory but not only answer to issue.

Jo Parkes-Newton (JPN): As part of previous C4C work developed a Socially purposed procurement cycle. Happy to share this social procurement work. DS highlighted that this is all stored as part of the programme resources, and can be shared with anyone interested in the group.

- Programme structure including roles was outlined by CM to the committee. Programme Structure can be found in supporting presentation, and to be shared with committee post meeting
- Programme resources were outlined, including website, LinkedIn page, MS Teams shared site, 2 Strategic Partners on board – Value Match and Supply Change, Steering Committee engaged.

## **ACTIONS:**

1. Proposal to update the current framing of the problem to be more about embedding social into organisational strategy, and developing good practice in commissioning, procurement and contracting based on linking to the strategy
2. Proposal to hold a workshop with the Steering Committee to co-develop the programme problem, solution, and outcomes
3. Add different organisational departments to the proposed stakeholder groups



4. Steering Committee to highlight if want to have the Socially Purposed Procurement Cycle shared with them.
5. Steering Committee to comment on shared Structure of Programme with different roles outlined and share feedback

### 3) Steering Committee role overview

- CM gave overview of Steering Committee role, as outlined in supporting presentation.

The role of the steering committee is to guide the direction of the programme. Immediate actions include actively inputting into content of the programme, review content and ideas and guide in the structure areas proposed, liaise with partners, raise awareness about C4C and build political power. The committee are also requested to advise on conference theme and content development.

It is proposed that the committee meet bimonthly.

#### ACTIONS:

6. Steering Committee members to highlight if any issue with bimonthly meetings directly to Catherine
7. Steering Committee Terms of Reference to be drafted and shared with committee
8. Next Steering Committee meeting proposed for July (bi monthly meeting) and to be held in collaboration with the programme focus workshop (to develop programme problem, solution, and outcomes)

### 4) Relaunch plan

- CM and DS provided overview of the programme relaunch plan.

The programme will be structured in four parts:

1. **Convening and peer learning:** conferences, workshops and working groups to identify the enablers and constraints to embedding social value principles in procurement and making proposals to tackle these
2. **Capacity building and practice development:** Implement proposals from community, e.g. developing and accrediting training; resources, guidance for suppliers and buyers or tool development
3. **Assurance verification and confidence-building:** To support the sector in building confidence in the growing practice, and to support the embedding of standards of practice
4. **Advocacy and Policy change:** Engage orgs and government to promote and embed social value principles in procurement

Thematic work streams to be defined by steering committee through engagement with stakeholders in the Contract for Change community.

#### Comments from Committee members:

- Some concern if the amount of activity is too much, so how to manage this with available capacity
- Suggestion to stagger or phase the activity suggested so that it is achievable / manageable



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- Discussion about advocacy and policy component, and whether this should be started consecutively at end of programme (i.e. after the practice is developed through the other components) OR as soon as possible because of current legislation environment in UK, with legislation being currently redrafted.

## ACTIONS:

9. Proposal to test ideas for relaunch more broadly with all interested parties in the programme, through a survey / poll of ideas.
10. Develop proposed timeline of activity based around areas outlined in the relaunch plan including dates, to allow for assessment of resource, capacity and requests for volunteer input

## 5) Inaugural Conference

CM gave overview of proposal for inaugural conference.

An inaugural conference to be held to be used as a forum for acquiring input from interested parties. The provisional theme of the conference is "*What support does the sector and its professionals need to manage social value in procurement and contracts?*"

## ACTIONS:

11. The Steering Committee are requested to feedback on whether holding a conference is a good idea as an initial part of the programme community engagement.
12. The committee are also requested to comment on and critique the theme

## ACTIONS

	Action	Who	When	Status
1	Proposal to update the current framing of the problem to be more about embedding social into organisational strategy, and developing good practice in commissioning, procurement and contracting based on linking to the strategy	CM	ASAP	Problem statement updated in draft in slides (slide 5 – Apr 2022 ppt)
2	Proposal to hold a workshop with the Steering Committee to co-develop the programme problem, solution, and outcomes.  Request Steering Committee volunteer to host meeting in July.  SVUK to arrange date for late June/early July in collaboration with next Steering Committee meeting. Doodle Poll for workshop and meeting 2 to be shared ASAP	CM	Doodle Poll of potential dates to be shared by 20 May  Workshop - late June/early July	In progress
3	Add different organisational departments to the proposed stakeholder groups	CM	ASAP	Updated



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4	Steering Committee to highlight if want to have the Socially Purposed Procurement Cycle shared with them.	All to input to CM	Ongoing	
5	Steering Committee to comment on shared Structure of Programme with different roles outlined and share feedback	All to input to CM	By Mon 23 May	
6	Steering Committee members to highlight if any issue with bimonthly meetings directly to Catherine	All to input to CM	By Mon 23 May	
7	Steering Committee Terms of Reference to be drafted and shared with committee	CM	By Fri 27 May	
8	Next Steering Committee meeting proposed for July (bi monthly meeting) and to be held in collaboration with the programme focus workshop (to develop programme problem, solution, and outcomes)	CM	Doodle Poll of potential dates to be shared by 20 May  Meeting - late June/early July	
9	Proposal to test ideas for relaunch more broadly with all interested parties in the programme, through a survey / poll of ideas.	CM	Send out late May for feedback in June (timeline TBC)	
10	Develop proposed timeline of activity based around areas outlined in the relaunch plan including dates, to allow for assessment of resource, capacity and requests for volunteer input	CM	By Fri 13 May	Done
11	The Steering Committee are requested to feedback on whether holding a conference is a good idea as an initial part of the programme community engagement.	All to input to CM	By Mon 23 May	
12	The committee are also requested to comment on and critique the theme	All to input to CM	By Mon 23 May	