

Contract for Change

Steering Group Minutes

Date: 13 January 2020

Time: 10am

Venue: Fusion, Cornerblock, Cornwall St, Birmingham, B3 2DX.

Host: Morgan Sindall

Attendees (Room)

Name	Organisation	Job Title
Alison Chessel	Chelmsford Council	Chief Procurement and Risk Officer
Ben Carpenter	Social Value UK	CEO
Catherin Manning	Social Value UK	Operations Manager
David Thomas	Social Value UK	Communications Manager
David Shields	Social Value UK	Non-Executive Director
Faye Hodgkinson	Fusion	Snr Supply Chain Manager
Graham Lane	SCC	Head of Frameworks
Jo Parkes Newton	Flying Squirrel Consulting	Director
Lindsay Rosul	Apsiz Services Ltd	Head of Bid Management and Training
Louise Townsend	Morgan Sindall	Head of Social Value and Sustainability
Mark Cook	Anthony Collins	Partner
Mark Polglase	Public Health England	Lead Category Manager
Melissa Bell	YPO	Sustainable Procurement Manager
Tim Cummins	IACCM	President

Attendees (Conference Call)

Name	Organisation	Job Title	
Claire Lund GSK		Head of Environmental Sustainability	
Darren Bone	Office of National Statistics	Commercial Director	
Darren Knowd	Durham County Council	Chief Procurement Officer	



David Crowe	Local Partnerships	Project Director
Joelle Bradly	Barnado's	Assistant Director
Ian Makgill	Spend Network	Founder
John Malone	Crown Commercial Services	Commercial Specialist
Richard Denney	Crown Commercial Services	Director
Tom O'Byrne	QinetiQ	Head of Supply Chain

Apologies

Name	Organisation	Job Title
Andy Daly	Social Enterprise	Head of Corporate Partnerships
Claire Foxall	Proxima	Executive Vice President
Elizabeth Liversage	Public Health England	Deputy Director
James Williams	HACT	Head of Social Impact
Gary Millar	GMCVO	Social Enterprise Lead
Gayle Monk	Anthony Collins	Senior Associate

Minutes

1	Introductions
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The group provided brief introductions.

2	Action Review

All actions from the December Steering Group meeting have been completed.

3 Marketing and Communication	
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The Communication workstream is focused on ensuring our approach is as effective as possible and utilising all the networks that are available to us as a Steering Group to promote and encourage participation in the Contract for Change Programme.





To date, the workstream has developed the Contract for Change Brand, produced an initial website design and content and created standard templates

The standard templates are available for use by all workstreams in the Contract for Change Dropbox.

David Thomas presented an overview of the Contract for Change website. Steering Group members are asked to review the website and provide feedback to David Thomas directly (David.Thomas@SocialValueUk.Org).

Feedback received in the meeting:

- Current content is a little too wordy, could this be reviewed to be clear and succinct.
- Homepage is too Construction focused, could this be reviewed to ensure it is inclusive of all workstreams
- Consideration to be given to including a lessons learnt area to share challenges, how they were approached and lessons learnt.

Emma Scott, CIPS and Tim Cummins from IACCM confirmed their respective organisations will provide access to their membership communication channels to promote the CfC programme, including access to specialist professional sector groups that may align to particular workstreams.

Emma Scott to join the marketing and communications workstream and Tim Cummins to confirm who might be the appropriate person from IACCM.

lan Makgill, Spend Network confirmed his organisation would be willing to analyse and provide data to strengthen any case studies and demonstrate experiences and outcomes.

4 Workstream Resourcing Review

The Programme has received a good level of response with all workstreams having at least one lead in place. There is approximately 80 workstream members however some members are participating in multiple workstreams.

The Steering Group agreed the principles of:

- having joint leads across all workstreams to ensure consistency, breath of experience and pace;
- current workstream leads to identify another individual to jointly lead their workstream (with the exception of workstreams where there is already joint leadership in place);
- workstream leads to develop scope information for use on the CfC website in consultation with their working group members.





5 Procurement for Social Value

Faye Hodgkinson, Fusion provided a presentation detailing how a major procurement activity drove service providers to incorporate social value holistically across the supply network and also how this has positively impacted the way the organisation operates internally. Due to the nature of the procurement, collaboration and coordination within tier 1 and in supply chain was essential in maximising social value outcomes.

6	AOB

David Shields, Social Value UK thanked Graham Lane, SCC for providing the teleconferencing facilities (Blue Jeans). Feedback is requested from any Steering Group members who dialled in on the overall quality of the facilities.

Jo Parkes Newton, Flying Squirrel Consulting, in partnership with Social Value UK will host a series of open sessions to present the Social Values Principles, which underpin the Contract for Change Programme to all Steering Group Members, Workstream Leads and Interested Parties.

Volunteers to host future meetings were received from

- Melissa Bell, YPO
- Louise Townsend, Morgan Sindall (London Office)
- Emma Scott, CIPS, London

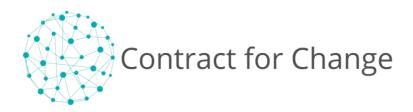
If any other members are able to host future meetings please contact Lindsay.Rosul@Apsiz.Co.Uk

The next meeting of the Steering Group will be held on Tuesday 18th February, venue and time to be confirmed.

7	Actions (Extract from Actions Log)
/	Actions (Extract from Actions Log)

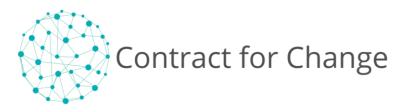
No.	Action	Owner	Due Date	Completed
				Date
8.	Develop instructions (no more than one side of A4) on how to submit documents to CfC Programme (Linked to Action 12)	Catherine Manning / David Thomas	21/01/2020	





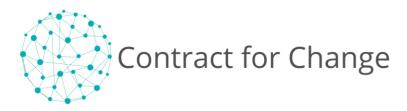
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9.	Produce Workstream Scope wording	Workstream	31/01/2020	
	for inclusion on the CfC workstream	Leads		
	webpage (no more than 500 words)			
10.	Provide feedback to David Thomas	ALL	24/01/2020	
	on website structure / content /			
	suggestions for improvement			
11.	Create form on website for	David Thomas	24/01/2020	
	'Interested Party' registration to			
	capture key details, interest in any			
	workstreams and ability to submit			
	attachments (best practice/case			
	studies) (Linked to Action 8 and 12)			
12	Set up drive to receive submissions	David Thomas	24/01/2020	
'2	from Workstream leads for content	David Triomas	2-701/2020	
	to be included in Newsletter			
13	Create Contract for Change	David Thomas	WC	
13	Newsletter and share with all	David THUITIAS	24/02/2019	
			24/02/2019	
	Interested Parties on a monthly			
4.4	basis	D :: T	0.4/0.4/0.000	
14	Update website and incorporate a	David Thomas	24/01/2020	
	section to ensure clarity that all			
	participation is on a volunteer basis,			
	include the ToR			
15	Update website text to ensure	David Thomas	24/01/2020	
	statement including regarding all			
	resources are free to use however it			
	is recommended that each			
	organisation seeks their own advice			
16	Confirm website launch date	David Thomas	25/01/2020	Launch date
				confirmed as 07
				February
17	Request examples of best practice	Lindsay Rosul	21/01/2020	
	or case studies from Interested			
	Parties			
18	Contract for Change LinkedIn page	David Thomas	21/01/2020	
	to be created			
19	Steering group to consider whether	Parked	To be	
. •	Partners should be credited on the		reviewed	
	website		Aprils	
			Steering	
			Group	
			Meeting	
			(21/04/2020)	
20	Momborship Organisations to	Emma Scott / Tim	25/01/2020	
20	Membership Organisations to	Cummins	23/01/2020	
	provide access to marketing	Cummins	Dromoto OfO	
	channels and issue out regular		Promote CfC	
	communications to raise awareness		Newsletter	
	of the CfC programme			





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			published	
			24/02/2020	
21	CIPS to confirm details over sector	Emma Scott	24/01/2020	
	groups, following suggestion from			
	Tom O'Byrne			
22	IACCM to join the Marketing &	Tim Cummins	24/01/2020	
	Communications workstream,			
	member details to be provided	<u> </u>	1440	
23	Explore media involvement to raise	David Thomas	WC	
0.4	awareness of the CfC Programme	D : 1 = 1	17/02/2020	
24	Build communication guidelines to	David Thomas	28/01/2020	
	be shared with all Interested Parties			
	to ensure consistency when			
05	promoting CfC	Emma Scott / Tim	04/04/0000	
25	Membership organisations to	Cummins	24/01/2020	
	provide visibility of any events to the Workstream Leads that may present	Cummins		
	an opportunity to promote the CfC			
	Programme			
26	Feedback any Professional Bodies	Steering Group	24/01/2020	
20	to engage in the CfC Programme to	Oleching Group	2-70172020	
	Lindsay Rosul			
27	Workstream Members contact	Lindsay Rosul	17/01/2020	17/01/2020
	information to be shared with	, , , , , , , , , , , , , , , , , , , ,		
	Workstream Leads			
28	Where an individual Workstream	Mark Cook	24/01/2020	
	Lead has been allocated. The	(Workstream 2)		
	Workstream Lead is to identify a	Tim Cummins		
	partner to jointly lead the	(Workstream 3)		
	workstream to ensure breadth of	Louise Townsend		
	experience and consistency in	(Workstream 4)		
	delivery	Catherine		
		Manning		
		(Workstream 6)		
		Melissa Bell		
	Deview OVIII/AA	(Workstream 8)	14//0	
29	Review SV UK Membership and	Catherine	W/C	
	identify and engage with individuals	Manning	03/02/2020	
	who could support the CfC			
30	programme Engage with MSD LILL to understand	Emma Scott	21/01/2020	
30	Engage with MSD UU to understand where they would like to support the	Ellilla Scott	21/01/2020	
	CfC Programme			
31	Organise Workstream Lead	Lindsay Rosul	21/01/2020	
٦١	Mobilisation Meeting	Liliusay NUSUI	21/01/2020	
32	Provide Case Study following	Louise Townsend	24/01/2020	
52	'Procuring Social Value'	Louise Townsend	27/01/2020	
	presentation that can be shared			
	processing and the same of the		1	i





33	Circulate all meeting dates for Steering Group	Lindsay Rosul	17/01/2020	17/01/2020
34	Ensure website is meets accessibility standards	David Thomas	07/02/2020	
35	Request volunteers to host future meetings	Lindsay Rosul	17/01/2020	15/01/2020
36	Explore potential to develop research questionnaire	David Shields / Tim Cummins	31/01/2020	
37	Schedule Social Value Principles meeting/conference call(s) for any Interested Party, Steering Group Member or Workstream Lead	Catherine Manning	31/01/2020	
38	Confirmation as to whether SCC Blue Jeans solution will be available to Steering Group and Workstreams	Graham Lane	15/01/2020	15/01/2020

