



Contract for Change

# 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



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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
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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.



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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](mailto: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.

Ian 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
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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.



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5	Procurement for Social Value
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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
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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](mailto:Lindsay.Rosul@Apsiz.Co.Uk)

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

7	Actions (Extract from Actions Log)
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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 for inclusion on the CfC workstream webpage (no more than 500 words)	Workstream Leads	31/01/2020	
10.	Provide feedback to David Thomas on website structure / content / suggestions for improvement	ALL	24/01/2020	
11.	Create form on website for '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)	David Thomas	24/01/2020	
12	Set up drive to receive submissions from Workstream leads for content to be included in Newsletter	David Thomas	24/01/2020	
13	Create Contract for Change Newsletter and share with all Interested Parties on a monthly basis	David Thomas	WC 24/02/2019	
14	Update website and incorporate a section to ensure clarity that all participation is on a volunteer basis, include the ToR	David Thomas	24/01/2020	
15	Update website text to ensure statement including regarding all resources are free to use however it is recommended that each organisation seeks their own advice	David Thomas	24/01/2020	
16	Confirm website launch date	David Thomas	25/01/2020	Launch date confirmed as 07 February
17	Request examples of best practice or case studies from Interested Parties	Lindsay Rosul	21/01/2020	
18	Contract for Change LinkedIn page to be created	David Thomas	21/01/2020	
19	Steering group to consider whether Partners should be credited on the website	Parked	To be reviewed Aprils Steering Group Meeting (21/04/2020)	
20	Membership Organisations to provide access to marketing channels and issue out regular communications to raise awareness of the CfC programme	Emma Scott / Tim Cummins	25/01/2020  Promote CfC Newsletter	



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



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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