



Contract for Change

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Steering Group Minutes

Date: 18th February 2020

Time: 10am

Venue: Morgan Sindall, Corporation St, Rugby, CV21 2DW.

Host: Morgan Sindall

Attendees (Room)

Name	Organisation	Job Title
Catherin Manning	Social Value UK	Operations Manager
David Shields	Social Value UK	Non-Executive Director
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

Attendees (Conference Call)

Name	Organisation	Job Title
Adrian Furner	IACCM	Director
Alastair Merrill	Merrill Solutions Ltd	Director
Ben Carpenter	Social Value UK	CEO
Alex Yeung	Spend Network	
Carl Meewezen	Apsiz Services	Senior Consultant
Elizabeth Liversage	Public Health England	Deputy Director
David Crowe	Local Partnerships	Project Director
Paul Branch	IACCM	COO
Peter Smith	Procurement Excellence	CEO
Paul McNulty	Scottish Government	Deputy Director

Apologies



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Name	Organisation	Job Title
Alison Chessell	Chelmsford Council	Chief Procurement and Risk Officer
Andy Daly	Social Enterprise	Head of Corporate Partnerships
Claire Foxall	Proxima	Executive Vice President
Claire Lund	GSK	Head of Environmental Sustainability
Darren Bone	Office of National Statistics	Commercial Director
Darren Knowd	Durham County Council	Chief Procurement Officer
David Thomas	Social Value UK	Communications Manager
Gary Millar	GMCVO	Social Enterprise Lead
Gayle Monk	Anthony Collins	Senior Associate
James Williams	HACT	Head of Social Impact
Joelle Bradly	Barnado's	Assistant Director
Ian Makgill	Spend Network	Founder
John Malone	Crown Commercial Services	Commercial Specialist
Mark Cook	Anthony Collins	Partner
Mark Polglase	Public Health England	Lead Category Manager
Melissa Bell	YPO	Sustainable Procurement Manager
Richard Denney	Crown Commercial Services	Director
Tim Cummins	IACCM	President
Tom O'Byrne	QinetiQ	Head of Supply Chain

Minutes

1	Introductions
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The group provided brief introductions and apologies.

2	Action Review
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All open actions were reviewed with additional updates received from Catherine Manning which will be recorded on the action log.

The PMO will continue to proactively chase updates to provide visibility of progress.

The latest Action Log will be issued alongside the minute of the meeting.

It was confirmed that the PMO now has access to two Blue Jeans accounts which are available to all workstreams.

To gain access and schedule a call please contact Lindsay.Rosul@Apsiz.Co.Uk



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The first Highlight reports and PID's will be shared at the next meeting of the Steering Group.

All Contract for Change information is being stored on our shared [Dropbox](#). (Link enclosed)

Catherine Manning will be circulating a paper providing instructions for use by each workstream including how information can be shared within the workstream and then published into the Contract for Change [Dropbox](#) which is open to all.

3	Out of the shadows – the Scottish model of procurement
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Alastair Merrill, provided a presentation '**Out of the shadows: from transactions to strategic interventions - the Scottish Model of Procurement**'. A copy of which is included in the Steering Group presentation circulated alongside the minutes.

The presentation demonstrated how governments understand the strategic importance of procurement to deliver economic growth and social good. It provided insight into how Scotland has combined legislation, policy, operations, stakeholder engagement and their approach to embedding this within their operations to drive change, which correlates to what the CfC Programme aims to achieve across each of the workstreams.

Questions considered areas such as measuring inequality and diversity, the ability to contract and enforce social value outcomes as part of performance management and a balanced score card.

Thanks to Alastair for providing the presentation to the Steering Group.

4	Workstream update
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The available Workstream Leads provided a brief verbal update on activity to date. Several workstreams have now held their initial meetings/made contact with individual working group members and are well on the way to developing and finalising their initial PID (including Scope).

Louise Townsend confirmed that Darren Knowd will be joint lead on the Construction Workstream.

If any Workstream Leads wish to add any items to the Steering Group agenda for future meetings, please contact Lindsay.Rosul@Apsiz.Co.Uk

5	Communication
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The Contract for Change Programme now has over 200 Interested Parties with approx. 100 people taking a more active role in Working Groups and / or Steering Group.



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All members are asked to continue to promote and share the Contract for Change information using their own networks.

A Contract for Change LinkedIn has been created and will be developed over the coming weeks.

<https://www.linkedin.com/company/contract-for-change/about/?viewAsMember=true>

The Contract for Change website is continuing to be developed and a launch date will be confirmed. www.contractforchange.wordpress.com / www.contractforchange.co.uk

It is requested that all Steering Group Members review the website and provide feedback to David Thomas (David.Thomas@SocialValueUK.org)

6	AOB
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The next meeting of the Steering Group will be held on Tuesday 17th March, venue and time to be confirmed.

A Steering Group meeting schedule will be circulated with the minutes of the meeting. If anyone is able to host any of the future meetings please contact Lindsay.Rosul@Apsiz.Co.Uk ASAP.

The group agreed to invite individuals to future meetings to present related topics such as plastic usage.

7	Actions (Extract from Actions Log – Added from February Steering Group) Full Actions log circulated with Minutes.			
No.	Action	Owner	Due Date	Completed Date
46	Check Steering Group/Interested Parties are happy for email addresses to be visible on Drop box	Lindsay Rosul	06/03/2020	
46	Louise Townsend to connect David Shields/David Thomas to EDI	Louise Townsend	06/03/2020	
46	Dropbox link to be shared with the Steering Group	Lindsay Rosul	21/02/2020	20/02/2020
46	Instructions on sharing information and use of Dropbox to be shared with Group	Catherine Manning	06/03/2020	
46	Social Value in Services workstream to have representation on the Steering Group	Lindsay Rosul	06/03/2020	