



## Mobilisation Meeting Minutes

**Date:** 10 December 2019

**Time:** 2pm

**Venue:** Anthony Collins Solicitors, 134 Edmund Street, Birmingham, B3 2ES

**Host:** Anthony Collins Solicitors

### Attendees (Room)

Name	Organisation	Job Title
Ben Carpenter	Social Value UK	Chief Executive,
Martin Forbes	Local Partnerships	Strategic Director
David Thomas	Social Value UK	Communications and Campaign Officer
David Shields (Chair)	Social Value UK	Non-Executive Director
Gayle Monk	Anthony Collins	Senior Associate
Graham Lane	SCC	Head of Frameworks
James Williams	HACT	Head of Social Impact
Jo Parkes Newton	Flying Squirrel Consulting	Managing Director
Lindsay Rosul	Apsiz Services	Head of Bid Management and Training
Louise Townsend	Morgan Sindall	Head of Social Value & Sustainability
Mark Cook	Anthony Collins	Partner
Melissa Bell	YPO	Sustainable Procurement Manager

### Attendees (Conference Call)

Name	Organisation	Job Title
Andy Daly	Social Enterprise UK	Head of Corporate Partnerships
Alex Yeung	Spend Network/Ticon	
Elizabeth Liversage	Public Health England	Deputy Director - Head of Procurement (Strategic)
Emma Scott	CIPS	Representation Manager



Gary Millar	Greater Manchester Centre for Voluntary Organisations	Social Enterprise Lead
Joanne Meehan	Liverpool University	Senior Lecturer
Wendy Lawson	IACCM	Global Head of Advisory Services

## Apologies

Name	Organisation	Job Title
Anita Chessell	Chelmsford Council	Chief Procurement & Risk Officer
Claire Foxall	Proxima	Executive Vice President
Claire Lund	GSK	Global Director of Environment
Darren Bone	Commercial Director	Office of National Statistics
Helen Alder	CIPS	Head of Knowledge and Product Development
Ian Makgill	Spend Network	Founder
Joanne Osbourne	Yorkshire & Humber Police Forces	Director of Procurement
Richard Denney	Crown Commercial Services	Director, Corporate Pillar
Tim Cummins	IACCM	President

## Minutes

1	Introductions
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David Shields thanked everyone for attending, providing support and giving commitment to the project. The project has already received a tremendous amount of interest and we believe this will grow as the project evolves.

Each attendee provided an introduction and overview of experience.

The Steering Group has been established to be inclusive, with representation from procuring organisations, public sector suppliers, practitioners, policy, public sector buying organisations, legal firms and other thought leaders / researchers, all of whom bring a wealth of experience to support the programme.

2	Programme Approach
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All resources, outputs from the Contract for Change (CfC) programme will be held within the public domain and will be free for everyone to use and share best practice.



The programme is inclusive, and people can join the programme at any time and flex their contribution to align to working commitments.

The programme will be transparent, and evidence based.

The CfC website will be launched in the New Year and we will utilise LinkedIn, Steering Groups networks and SVUK network as communication channels, with additional support from Steering Group member networks i.e. CIPS & IACCM. The hashtag for any social media posts is #ContractForChange.

Working collaboratively, we will be co-creating and refining the programme and supporting workstreams on an ongoing basis.

Differing views and open conversations are welcomed to aide discussions however the information shared will be managed appropriately to not inadvertently effect any members of the Steering Group or Working Groups.

3	Scope, Purpose and Outcomes
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Total third-party expenditure across the Public Sector is approximately £280B covering Central Government, Devolved Administrations, Education, Local Government, NHS and Third Sector

CfC seeks to maximise the social value created by organisations or sectors by ensuring procurement and commissioning reflect the organisations social value priorities into the functions strategic approach, policies and operations

CfC will provide direction in how to position, plan, operate, and provide for the creation of greater social value by organisations

The group reviewed the outcomes shared ideas on content/missing outcomes as outlined below.

- Potential to include a 'catalogue' of Social Value outcomes to support practitioners
- Ensure Social Value outcomes translate into contractual documentation, how it is valued and how is it measured by the buying organisation. (Part outcome 1)
- Provide the tools, techniques and training to support. (Cuts across all outcomes/workstreams)
- Develop and publish a common approach to definitions/language (Part of outcome 1)



- The project should emphasise research and the evidence base to build approaches across all workstreams, just as implementation and measuring impact provides an evidence base for best practice and change.

The agreed outcomes are:

A Broad 'principles-led' approach to social value that can be embedded throughout an organisation from organisational strategy all the way down to detailed commissioning and procurement practices.

This approach will provide a framework for organisations to successfully:

1. Provide clarity on organisational intent around social value;
2. Connect their organisational and functional strategies to their operations;
3. Identify their key social value goals and integrate these into their organisational activity;
4. Design their commissioning and procurement activity around their social value goals;
5. Ensure effective research, measurement and reporting, and
6. Provide a route for continuous improvement and decision making.

This will include a set of guides, case studies, templates and tools which will support the practical implementation of the methodologies: in effect a 'Toolkit'.

4	Social Value UK Introduction
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Social Value UK is the national network for social value and social impact. We share the mission to change the way the world accounts for value through training, events, assurance and accreditation, tools and campaigns.

Social Value UK advocate for a principles-based approach to accounting for value with people at the heart and centre. Our mission is based on Principles, People, Practice, and Power.

The CfC programme will follow the 7 Principles of Social Value as defined by Social Value UK.

- Involving Stakeholders
- Understand Change
- Only include what is material
- Don't overclaim
- Value what matters



- Be transparent
- Verify the result

5	Terms of Reference
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The group agreed the Terms of Reference subject to insertion of the shared drive links and the Steering Group meeting being amended to week 3 of each month, with exception of January 2020.

6	Potential Workstreams and Outline Plan
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The proposed workstreams were presented to the Steering Group, with background and rationale for proposal. Workstreams may run at different pace and there may be some overlap which can be coordinated once the scope has been mapped out. The role of Steering Group is to provide oversight, guidance, expertise and input where required.

Workstreams and management of workstreams can be refined over time as we share best practice and our approach develops.

No	Title	Context	Workstream Lead Volunteer	Working Group participant Volunteer
1	Procurement and Commissioning Best Practice and Methodology	To provide tools, processes, methodologies and approach to support practitioners fulfil their role. It will cover the end to end process from strategy, sourcing and contract management.	Jo Parkes Newton - Flying Squirrel	Melissa Bell YPO
2	Social and Environmental Strategic Priorities to Implementation	Providing support to all levels of stakeholders to define Social and Environmental Strategic priorities. To intent is to help practitioners discuss organisational priorities and how to connect and translate those priorities into procurement.	Mark Cook - Anthony Collins	Graham Lane – SCC Andy Daly – Social Enterprise UK



		As the Workstream develops, we may decide to split this workstream into Social and Environmental activities to understand measurement, impact, supply base etc.		
3	International Approaches to Creating Social Value	Understand the global position/approaches and how Social Value is being addressed in other countries and share best practice internationally.		Ben Carpenter – Social Value UK
4	Social Value in Construction & Infrastructure	Construction and Infrastructure, as an industry, is a forerunner in managing social value throughout its supply chain, compared to other sectors as well as setting minimums standards for protecting and valuing people in the workplace.  There is potential to identify and share best practice into other categories/sectors to support our approach.	Louise Townsend Morgan Sindall	
5	Social Value in Services	Provide practical support to practitioners on how to procure a broad range of services to maximise social value.  The term 'Services' to be defined by the workstream to provide clarity on what is being considered by the workstream.		
6	Social Value Standards and Assurance	Principle led approach to standards and assurance, providing guidance on application. Consideration to be given on assuring procurement functions.	Ben Carpenter – Social Value UK	
7	Social Value Measurement and Impact	Providing guidance on measurement and impact which is relevant proportionate to achieve strategic objectives.		Melissa Bell – YPO Ben Carpenter – Social Value UK
8	Social Value Training and Capability Development	Produce and provide training and guidance potentially by category or sector to support practitioners navigating Social Value.	Melissa Bell - YPO	Graham Lane - SCC
9	Communication	Publish and share all information relating to the programme.	SVUK	David Thomas



The proposed Workstreams were agreed by the Steering Group.

Outline Plan shared in the PowerPoint presentation.

7	Resources
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Approximately 130 Interested Parties registered with the programme from a diverse background and experience.

It is the intention to publish the outputs from this meeting and request volunteers to participate in the workstreams, making some suggestions so we can map need to experience and try and have some balance across the workstreams

8	AOB
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It was agreed David Shields, Non-Executive Director will act as share for the next quarter.

Dates of future meetings to published, preference agreed for 3rd week of the month avoiding school holidays.

Steering Group meetings to be held centrally, ideally easy access for public transport. Any volunteers to hold a meeting to be sent to Lindsay.Rosul@Apsiz.Co.Uk

Volunteers to host received from Louise Townsend, Morgan & Sindall and Melissa Bell, YPO.

The next meeting of the Steering Group will be held on 13<sup>th</sup> January at 10am at fusion, Cornberblock, Cornwall St, Birmingham, B3 2DX.

9	Actions
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No.	Action	Owner	Due Date	Completed Date
1.	Update Terms of Reference to include weblinks and shared	Lindsay Rosul	W/C 16/12/2019	



	document drive and circulate to Steering Group			
2.	Circulate 12-month meeting schedule for Steering Group. Proposed 3 <sup>rd</sup> week of the month.	Lindsay Rosul	W/C 16/12/2019	
3.	Publish Workstreams, align volunteers who have already expressed interested	David Shields/Lindsay Rosul	W/C 16/12/2019	
4.	Publish Workstreams via all communications channels to seek additional volunteers (SV UK, CIPS, IACCM, SG Networks)	David Thomas/Steering Group	W/C 16/12/2019	
6.	Complete shared folder set up and provide access	Catherine Manning	13/12/2019	
7.	Website setup and launched	David Thomas	WC 13/01/20	

