

## Industry Advisory Group (IAG)

### Workshop 1 – Review Notes & Feedback

29<sup>th</sup> & 30<sup>th</sup> April 2008 at Weetwood Hall, Leeds

#### Attendees - Suppliers

Andrew Nash (Balfour Beatty)  
 Martin Norrington (Interserve)  
 Ian Newiss (Jacobs UK)  
 Paul Fuller (Mouchel)  
 Mike Tweedle (Edmund Nuttall) for Susan Anckorn  
 Mark Turner-Wilson (Peek Traffic)  
 Steven St John (Ringway Group)  
 Paul Bracegirdle (Scott Wilson)  
 Nigel Beats (Serco) for Donald Scott on Day 1  
 Donald Scott (Serco) Day 2  
 Colin Loveday (Tarmac)  
 Steve Ashton (URS Corporation)  
 Roland Diffey (WSP Civils)  
 Steve Withers (Amey)

#### Attendees - HA & Consultants

Tom Hill (HA)  
 Margaret Johnson (HA)  
 Mark Crossley (HA)  
 Jenny Gwynne (HA)  
 Hilary Goldsmith (Independent Consultant)  
 Gray Hawke (Independent Consultant)

#### Apologies

Steve Bratt (Independent Consultant)  
 David O'Neil (HA SSD)  
 Richard Arrowsmith (HA NO)  
 Michael Bennett (HA MP)  
 Susan Anckorn (Edmund Nuttall)  
 John Harvey (WSP)

## Background

The Industry Advisory Group met for a 2 day workshop at Weetwood Hall in Leeds. The focus of the two days was to set out the scope of the IAG and agree roles and responsibilities. This Advisory Group will have a wider remit than previously and will cover any relevant supplier selection and development issues. Agenda items included a review of CAT 3, a forward look at what CAT 4 could look like, how performance measurement is captured and various other issues such as Diversity and Sustainability. The IAG comprises of representatives from the Highways Agency Procurement, Major Projects and Network Operations Directorates, CAT assessors and key members of our supplier base.

## Roles & Responsibilities

It was agreed that the IAG would be a focal point to facilitate raising awareness of key issues relating to supplier selection and development, which affect both the Highways Agency and the supplier base, in keeping with achieving best value and having a sustainable supply chain. It will provide a mechanism for capturing the opinions of all our suppliers, not just those attending the workshops. To facilitate this, all IAG members are responsible for maintaining open communications links with their peer companies. To protect the value of the IAG meetings, it is vital that those who cannot attend provide a suitable replacement. We hope that this will result in a supply chain more engaged in taking forward real actions on diversity and sustainability.

## Review of CAT 3

From a Highways Agency point of view, CAT3 was an extremely positive exercise. It provides the Agency with a strong level of reassurance that all our key suppliers are highly capable organisations. It has also allowed the Agency to demonstrate its CSR (Corporate Social Responsibility) commitments in a proactive and proportionate manner.

43 Suppliers have so far been assessed.

1 company is currently undergoing a CAT3 Assessment.

## Sustainable Development

Sustainability is becoming increasingly important to the HA, particularly in relation to climate change and the environment. Questions are already being asked, including “what can our suppliers do to help?”

This inspired a great deal of enthusiastic debate, and it was agreed that it is essential to maintain a joined up approach, keeping informed about any other similar initiatives taking place both in the HA and in the wider supply chain. This will form part of the responsibility of the newly formed sub-group.

**Next Steps:** A sub-group was set up to take this subject forward. The members of the sub group are as follows

- Colin Loveday (Group Leader)
- Paul Fuller
- Margaret Johnson
- Steve Withers (to nominate colleague)
- Steven St John (to nominate colleague)
- Steve Ashton (to nominate colleague)

## Diversity

The group discussed how diversity was currently incorporated within the supplier base, and how we might maintain the current level of momentum to push progress forward. We also discussed what barriers could be perceived and how these could be overcome.

**Next Steps:** A sub-group was set up to take this subject forward. The members of the sub group are as follows

- Roland Diffey (Group Leader)
- Jenny Gwynn
- Steven St John
- Donald Scott
- Tom Hill/Margaret Johnson

## CAT 4 – What will it look like?

The HA board have an appetite for progressing onto CAT 4 although it must be delivered within CSR07 funding and a smaller budget has been allocated. It would not be anticipated moving to CAT4 until late 2009 early 2010. Syndicates were set up to discuss how this might be taken forward and the results were fed back to the group.

**Next Steps:** A sub-group was set up to take this subject forward. The members of the sub group are as follows

- Steve Withers (Group Leader)
- Paul Bracegirdle
- Andrew Nash
- Ian Newiss
- Sue Anckorn
- Steve Ashton
- Mark Turner-Wilson
- Gray Hawke/Hilary Goldsmith/Steve Bratt
- Tom Hill/Margaret Johnson

## Performance Measurement

There is a desire across the Agency to see performance measurement scores feeding back into the selection process. Concerns were raised about the quantity, coverage & consistency of the data. How could we make this a fair process for both existing suppliers and new ones?

Once again syndicates were used to brainstorm and provide feedback to the group.

**Next Steps:** A sub-group was set up to take this subject forward. The members of the sub group are as follows

- Andrew Nash (Group Leader)
- Mike Tweedle
- Paul Bracegirdle
- Ian Newiss
- Martin Norrington
- Paul Fuller (to nominate colleague)
- Nigel Beats
- Jenny Gwynne
- Member of HA Major Projects
- Member of HA Traffic Operations

## Decisions and Actions

The Group Leaders of all four sub-groups have been charged to set up meetings to move their areas forward prior to the next IAG meeting in Sept/Oct 2008.

At its next meeting, the IAG will carry out a review of the whole pre-qualification process to identify and address any issues. IAG members are requested to identify additional areas of focus for the group.

If you have any issues or subjects that you feel should be addressed by the IAG, please contact an IAG member.

Outputs from this IAG meeting will shortly be available on the Highways Agency website.

## Membership Information

The following are members of the IAG and are representatives of the industry. Where appropriate other suppliers may be invited to attend further meetings or contribute to sub-groups.

### Suppliers

Andrew Nash (Balfour Beatty)  
Colin Loveday (Tarmac)  
Donald Scott (Serco)  
Ian Newiss (Jacobs UK)  
Mark Turner-Wilson (Peek Traffic)  
Martin Norrington (Interserve)  
Mike Tweedle (Edmund Nuttall)  
Paul Bracegirdle (Scott Wilson)  
Paul Fuller (Mouchel)  
Roland Diffey (WSP Civils)  
Steve Ashton (URS Corporation)  
Steve Withers (Amey)  
Steven St John (Ringway Group)

### Independent Consultants

Hilary Goldsmith (Independent Consultant)  
Gray Hawke (Independent Consultant)  
Steve Bratt (Independent Consultant)

### Highways Agency

Tom Hill (HA) ..... 0113 283 6548  
Margaret Johnson (HA) 0113 283 6857  
Mark Crossley (HA) .. 0113 283 5839  
Jenny Gwynne (HA) .0113 283 6819  
Richard Arrowsmith (Network Operations)  
Michael Bennett (Major Projects)

**For further information please contact:**

**Strategic Supplier Development (SSD) Team**  
Highways Agency  
4<sup>th</sup> Floor Lateral  
8 City Walk  
LEEDS  
LS11 9AT  
Fax: 0113 283 6625

Email: [scm@highways.gsi.gov.uk](mailto:scm@highways.gsi.gov.uk)  
Web: [www.highways.gov.uk](http://www.highways.gov.uk)