

## Industry Advisory Group (IAG)

### Workshop 2 - Summary & Actions

24<sup>th</sup> September 2008 in Leeds

#### Attendees & Apologies

##### Suppliers

Andrew Nash (Balfour Beatty)  
John Ward (Interserve)  
Ian Newiss (Jacobs UK)  
Paddy Kirwan (Mouchel)  
Mike Tweedle (Edmund Nuttall) for  
Susan Anckorn  
Steven St John (Ringway Group)  
Paul Bracegirdle (Scott Wilson)  
Donald Scott (Serco)  
Colin Loveday (Tarmac)  
Steve Ashton (URS Corporation)  
Roland Diffey (WSP Civils)

##### HA & Consultants

David O'Neil (HA SSD)  
Tom Hill (HA SSD)  
Margaret Johnson (HA SSD)  
Jenny Gwynne (HA SSD)  
Mike Bennett (HA MP)  
Hilary Goldsmith (Independent)

##### Apologies

Steve Bratt (Independent)  
Richard Arrowsmith (HA NO)  
Susan Anckorn (Edmund Nuttall)  
Martin Norrington (Interserve)  
Paul Fuller (Mouchel)  
Mark Turner-Wilson (Peek Traffic)  
Steve Withers (Amey)

#### Background

It was agreed that the **Industry Advisory Group (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.

The Industry Advisory Group (IAG) met for a 2 day workshop at Weetwood Hall in Leeds in April 2008. The focus of the two days was to set out the scope of the IAG and agree roles and responsibilities. This Advisory Group will discuss relevant supplier selection and development issues, such as Performance Measurement & the CAT process and how to incorporate Diversity and Sustainability indicators more effectively. Full details of the previous IAG Workshop can be found on the [Highways Agency Web Site](#).

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. Four subgroups were set up to cover:

- a) Capability Assessment Toolkit (CAT)
- b) Performance Measurement
- c) Diversity and
- d) Sustainability

The subgroups were to all meet at least once before the next IAG meeting which was held on 24<sup>th</sup> September 2008. Feedback was provided from the leaders of each subgroup and the findings/recommendations discussed and further actions agreed.

## Feedback from the Sub-Groups

It was agreed that there were a number of cross-over issues between the sub-groups. Sustainability and diversity are partly subsections of CAT4, therefore dependent on it going ahead. The associated actions and their owners are listed overleaf.

## Actions & Ownership

Action	Due by	Owner
1. Issues / Feedback / Queries to be fed back to Mark Crossley when appropriate.	N/A	All
2. IAG Meeting Summary Notes emailed to all IAG members	17/10/2008	Margaret
3. Email all IAG members link to Diversity & Sustainability pages on HA website	17/10/2008	Tom Hill
4. Make contact with Programme Board to ensure active engagement with Action Plan.	30/10/2008	HA
5. Look at how sustainability ties in with HA Procurement Strategy and Procurement Guidance.	30/10/2008	HA
6. IAG Summary Notes and Membership information available on the HA website	30/10/2008	Margaret
7. All sub-group Chairs to update the membership tables on the next page. Please let Margaret know the updated details.	31/10/2008	Andrew Nash Steve Withers Roland Diffey Colin Loveday
8. Develop business case for taking CAT forward. Include details about cost of CAT4 visits & assessments.	30/11/2008	Tom Hill
9. Circulate scenarios to sub-group members ahead of Performance Workshop	30/11/2008	Jenny Gwynne Andrew Nash
10. Set up Performance Sub-Group to discuss scenarios from existing subgroup output and emerging issues from HA or Subgroup members. Also to review amendments to CAT indicators and possible inclusion of MST data in CAT4.	30/11/2008	Andrew Nash
11. Circulate HA Key principles for HA use of MST	30/11/2008	Jenny Gwynne
12. Ideas for subject/speakers for Diversity Workshop to be sent to Jenny Gwynne.	30/11/2008	All
13. Develop Agenda for Diversity Workshop and circulate electronically to IAG subgroup members.	30/11/2008	Jenny Gwynne
14. Set up CAT subgroup Meeting to review Business Case and review potential amendments to CAT indicators.	15/01/2009	Andrew Nash/ Steve Withers
15. Set up Diversity Workshop for mid/late January 2009. Consider who needs to be invited; does this need to open up to a wider community?	31/01/2009	Jenny Gwynne/ Roland Diffey
16. Submit CAT business case by February 2009	28/02/2009	Tom Hill

## Subgroup membership

We briefly reviewed the membership of the subgroups, to see if any participants wanted to join or leave specific subgroups. **Please will the subgroup chairs update the lists of original members below to reflect the actual membership?**

### Sustainability

Chair	Original members (as at Apr IAG meeting)	New members (as at Sept IAG meeting)
Colin Loveday	Paul Fuller	
	Margaret Johnson	
	Amey rep	
	Ringway rep	
	ACE/URS rep	

### Diversity

Chair	Original members (as at Apr IAG meeting)	New members (as at Sept IAG meeting)
	Donald Scott	
Jenny Gwynne	Jenny Gwynne	To arrange next workshop
	Steven St John	
	Tom Hill	
	Roland Diffey	

### CAT4

Chair	Original members (as at Apr IAG meeting)	New members (as at Sept IAG meeting)
Steve Withers	Andrew Nash (temp chair)	Steven St John
	Paul Bracegirdle	Roland Diffey
	Ian Newiss	Donald Scott
	Susan Anckorn	
	Steve Ashton	
	Mark Turner-Wilson	
	Gray Hawke/Hilary Goldsmith/Steve Bratt	
	Tom Hill	

### Performance

Chair	Original members (as at Apr IAG meeting)	New members (as at Sept IAG meeting)
Andrew Nash	Mike Tweedle	Tom Hill
	Paul Bracegirdle	
	Ian Newiss	
	Martin Norrington	
	Mouchel rep	
	Nigel Beats	Donald Scott
	Jenny Gwynne	
	Major Projects Division	
	Network Ops Division	

## Membership Information

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 Web Site](#).

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)

[John Ward](#) (Interserve) (rep for MN)  
[Paddy Kirwan](#) (Mouchel) (rep for PF)

### Highways Agency

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

### Independent Consultants

[Gray Hawke](#) (Independent Consultant)  
[Hilary Goldsmith](#) (Independent Consultant)  
[Steve Bratt](#) (Independent Consultant)

For further information please contact:

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