

Construction Leadership Forum
COVID-19: Recovery Planning Group
Meeting 12
01 October 2020
Telephone Conference Call
09:00 – 11:00

Note of meeting

Present:

Kevin Stewart MSP, Minister for Local Government, Housing and Planning

Construction Industry

Grahame Barn – Industry Leadership Group member, Construction Scotland
Emma Dickson – Technical Director, Arcadis
Steven Dillon – Scottish Trade Unions Congress
Hew Edgar - Head of UK Government Relations and City Strategy, RICS
Ron Fraser – Executive Director, Construction Scotland
Ken Gillespie – Chair, Construction Scotland
Stephen Good, Chief Executive, Construction Scotland Innovation Centre
Stuart Parker – Managing Director – Construction (Scotland), Morgan Sindall
Andrew Richards – Board Member, Safedem
Alan Wilson – Managing Director, Select

Scottish Government and Associated Agencies

Paul Dodd - SFT
Jane Duffy - Apprenticeship Policy Team Leader, SG
Dr Stephen Garvin, Head of Building Standards
Ian Gilzean – Chief Architect, SG
Alasdair Graham – Acting Director of Major Projects, Transport Scotland
Sharon Miller, Manufacturing and Construction, SG
Alan Morrison – Health Finance and Infrastructure, SG
Dominic Murphy – Transport Scotland
Graham Porteous – Head of Construction Procurement Policy Unit, SG
Colin Proctor – Director, Construction Industry and Delivery, SFT
Peter Reekie – Chief Executive, SFT
Dermot Rhatigan - Deputy Director Manufacturing & Industries, SG
Elizabeth Stark - Head of Manufacturing and Construction, SG
Mark Turley - More Homes Division, SG
John McLean - Construction Procurement Policy Unit, SG
Katherine White - Head of Future Infrastructure Strategy, SG
Lynn Wisener - Interim DD, Procurement and Construction Development, SG

Apologies:

Russell Adfield – Head of Construction Sector and Policy, HSE

Jim Blair - Balfour Beatty Scotland
 Bruce Clark - Joint Managing Director, RJ McLeod
 Bruce Dickson – Industry Leadership Group Member, Construction Scotland
 Elaine Ellis – Skills Development Scotland
 Hector MacAulay – Managing Director, Balfour Beatty Scotland
 Richard McCallum - Interim Director of Health Finance and Governance
 Elliot Robertson – CEO Robertson Group

		Action
1	Introduction and Apologies	
1.1	The meeting commenced at 09:00.	
1.2	The Minister welcomed the delegates to the meeting, noting that the agenda was particularly busy.	
2	Minute of Previous Meeting	
2.1	The Minister asked the members if they were content to accept the minute of the previous meeting as a true record.	
2.2	Alan Wilson asked that it be made clear that in paragraph 8.2 that it was the UK figure which was being quoted.	Action
2.3	Action: <ul style="list-style-type: none"> Secretariat to update notes of meeting 11 to reflect that paragraph 8.2 refers to UK figures. 	Secretariat
3	Actions	
3.1	At the Minister's request, Dermot Rhatigan read through the actions of the previous meeting, giving a progress update on each. These will be reflected in the updated Actions Register, which will be distributed to the members.	
4.	Overview of the emerging Infrastructure Investment Plan	
4.1	Katherine White, head of the SG's Future Infrastructure Strategy Team gave the update, on publication of draft infrastructure investment plan on the 24th September, now out for public consultation. The key points were: <ul style="list-style-type: none"> This is the first plan in five years and sets new path for a future pipeline of work and an improvement plan around infrastructure decision making. 	

	<ul style="list-style-type: none"> • The plan responds to the reports received from Infrastructure Commission in January and July. • The plan is designed to respond to the National Infrastructure Mission, committed to in 2018 marking an increase in overall spend on infrastructure and capital investment, which is projected to be in the region of £7bn by end of parliamentary term. • The Plan is grouped under three underpinning themes: <ul style="list-style-type: none"> ○ Enabling transition to Net Zero emissions and environmental sustainability targets. ○ Driving Inclusive economic growth. ○ Building resilient and sustainable places. • The Plan sets out those programmes and projects that are currently able to be confirmed (so not everything that will be spent on in five years). Between now and final plan, the intention is to confirm dates of those projects as a firm pipeline & report regularly to the parliament. • A common investment hierarchy is being proposed that places greater emphasis on maintenance the enhancement of existing assets, with a view to double maintenance budgets across SG infrastructure investment portfolio over next five years. Have put out a paper on maintenance that shows it has at least as high a rate of return as new build constructions. Having smaller scale projects may be appealing to smaller firms. • A Capital Spending Review Framework document setting out financial underpinnings, has been published alongside the infrastructure plan. • Of the £33bn, in the full capital budget over next five years, at least £20bn is earmarked for infrastructure, with more projects due to come on-stream in future. • The Consultation on the draft plan is open until November 19 and Katherine White stated that she was interested to draw on experience of the CLF Group. <p>4.2 The Minister invited questions but none were forthcoming. He encouraged all members to respond to the consultation.</p>	
5.	Overview of the Data Dashboard	

<p>5.1</p>	<p>The Minister commented that had seen the work so far on the dashboard and that he was impressed by it, noting that it represented a fair amount of opportunity. He then handed over to Douglas Morrison to provide the overview. The key points were:</p> <ul style="list-style-type: none"> • The Dashboard came out of the work that Data and Insight group have been asked to do, on behalf of the CLF, and involves colleagues from the CSIC, Scottish Enterprise, the SG and SFT. • The Dashboard is a prototype, showing proof of concept that will continue to be developed until the end of the year, in response to feedback from colleagues. • Within the Dashboard there is basic information and links to data sources- all data comes from publicly accessible data, e.g. HMRC, Scottish Government, UK Government, Scottish Enterprise, etc. Everything is readily available and is being collated into a central resource. • The Information currently captured can be best broken down into the following headings: <ul style="list-style-type: none"> • Economic • Business • Employment • Earnings • Education, training & Skills • Health and safety • Covid • New data is being added all the time. 	
<p>5.2</p>	<p>Douglas Morrison thanked all who had fed back and noted that suggestions for improvement were still actively being sought with a view to a major update in mid-October. The dashboard is due to be developed until December with what comes after being up to this group/ wider community. He noted that the ambition is to provide data to support evidence based and data driven decision making, but that also has value to the industry, stimulates additional investment and allows us to collectively show good work and value brought to the Scottish economy. He stated that there were three asks for the members:</p> <ul style="list-style-type: none"> • Get in touch for feedback. • If you can see longer term value moving beyond basic presentation already available. 	

	<ul style="list-style-type: none"> Tell us how you see the dashboard growing beyond December. 	
	The Minister invited questions.	
5.2	Peter Reekie gave his thanks, for the work so far, commenting that the dashboard is a fantastic resource He asked the question of whether it would be possible to get to a wider definition economically of the construction and wider industry, to show its full impact through the dashboard.	
5.3	Douglas Morrison stated that one of the short term ambition is to identify what datasets were readily available and what gaps existed, including the critical ones that have been outlined. The team is looking to create additional value and are looking at SIC codes and are looking to progress this to the stage that Peter Reekie had asked for. Although he recognised that this would be challenging, the support from Scottish Government, Scottish Enterprise and SFT made him hopeful of being able react to this point, during the second stage of development.	
5.4	Grahame Barn noted that it was key to get the dashboard used by the contracting community to show pipeline and historical spend, as this would help with investment decisions from contractors.	
5.5	The Minister stated that one of things he had asked for is for some of mapping to maximise the tool, to aid getting the best out of it. He noted that he was pleased with the ambition shown.	
5.6	Sharon Miller added that the tool was a good piece of work, noting that more needed to be done and that it is important to reach a shared understand with the industry to describe the sector and its scale and reach. It will also help track the health of the industry over the coming months.	
5.7	Douglas Morrison agreed, thanking Sharon for her feedback and encouraging others to give more.	
5.8	Stephen Good stated that regarding these points on wider mapping, SIC codes and wider pipeline of work, one possible opportunity is to look at the wider program or tie this into the work around the data dashboard and pipeline, or the wider mapping within the Supply Chain sub-group. He noted that it might be possible to bring these individual actions into a more consolidated approach.	
5.9	Lynn Wisener noted that the Scottish Government have a procurement data hub with spend data and could provide this dataset. It was agreed to arrange this offline, which the Minister was supportive of.	Action.

5.10	Actions: <ul style="list-style-type: none"> • Lynn Wisener and Douglas Morrison to connect off-line on adding procurement data to dashboard. 	LW/ DM
6.	Pipeline/Commercials Sub-Group Update	
6.1	<p>Graham Porteous updating on the Pipeline and Commercial group, advised that, of the actions in the recovery plan:</p> <ul style="list-style-type: none"> • The Scottish Government has issued guidance confirming that Quick Quote should be used for construction projects in the less than £2m bracket and also that payment cycles of less than 30 days in contracts should not be amended. • The sub-group is in the process of fine-tuning the alternative tender price appraisal tool and there is already guidance in place on assessing abnormally low tenders which will be revisit to assess effectiveness. • The sub-group has engaged with Scottish Government on the draft Infrastructure Investment Plan which has now been published and we will be attending the Infrastructure Investment Board meeting next week to appraise them of progress. • The framework for Civil Engineering is progressing and is overseen by a steering group comprising representation from the client and industry and the intention is to conclude discussion on the terms and conditions during October. • Provision for monitoring performance and also a reporting mechanism to provide oversight of payment performance throughout supply chains are under development with the intention that they will be included in the civils framework and they will be rolled out to other procurements when finalised. • The sub-group is in the process of establishing a monitoring regime to track progress made on the individual items in the recovery plan. • In relation to the Pipeline and Commercial aspects, feedback resulting from the publication of the draft action plan has covered issues such as the lack of a pipeline of work, a lack of projects coming forward and a geographic disparity in those which are, concern that SME's are not properly represented on the group, main contractors not being fair with their supply chain and withholding money by 	

	<p>asking for discount and imposing retention, materials supply impacted by geographic location, and a desire for work to be distributed fairly to local industry (this would include amending terms and conditions to facilitate access by smaller companies).</p> <ul style="list-style-type: none"> • All of the feedback received will require a detailed review and consideration given as to how to accommodate justified inclusions in the actions being taken forward. • Overall, the Pipeline and Commercial Group had planned 11 meetings and have had 10, as the meeting to discuss alternative procurement models was abandoned due to technical issues and is rescheduled for Friday. • In response to the point made earlier about pipeline, there is work already in hand on a database detailing the pipeline of work planned. 	
	The Minister invited questions, but none were forthcoming	
7	Supply Chain Sub-Group Update	
7.1	Dermot Rhatigan gave the update. The sub- group's last meeting was the 22 September, at which actions were reviewed and the group heard from Ian Gilzean, who discussed planning. The sub-group had a focus on planning issues and have discussed with Tarmac that someone from the Mineral Products Association would join the sub-group.	
7.2	<p>Ian Gilzean had noted lots of parallel work between the sub-groups and that there should be collaboration between groups on the actions. The group had two immediate actions:</p> <ul style="list-style-type: none"> • Writing a letter from the Minister to the Chancellor of the Exchequer. It was noted that no response had been received so from the UK Government, but the FMB had been lobbying on the same point. • Continue work to develop the online construction directory- Scottish Enterprise are taking this forward, it was noted that some of this would overlap with the Data and Insights sub-group. 	
7.3	Regarding short term actions, it was noted that there were some overlaps with the Pipeline and Commercials sub-group, around improving pipeline of opportunities. Some of the feedback received is that the pipeline is weak in certain areas (delays, projects not coming through, etc.) which the group	

	will investigate. It was noted this seemed to be more of an issue on the bigger projects.	
7.4	It was stated that the group now has ownership of a number of actions with good involvement from a number of stakeholders.	
7.5	Andrew Richards noted that supply chain mapping will require a lot of work and will be ongoing to December until the very least and that he would engage with Stephen Good and Paul Dodd on this.	
7.6	The Minister confirmed that there had been no response from the Chancellor of the Exchequer regarding the letter on VAT reduction. Regarding mapping the supply chain he suggested that it would be ideal to do this on the data dashboard and that especially in light of a potential no deal Brexit, the work will be vital, and the quicker it was done, the better. He invited questions, but none were forthcoming.	
8	Transformation Sub-Group Update	
8.1	<p>Ron Fraser, giving the update, noted that the sub-group had two actions on their immediate list:</p> <ul style="list-style-type: none"> • New ways of working for managing infection control. This was based on last 6 months of work of the group (SOP, Restart Plan etc.).The sub-group have been collecting good practice and checking that it was still currently relevant. It was stated that information would be published the following week on various websites for highlighting and dissemination of this good practice. • Digital improvement in Building Standards. It was stated that this is also related to work ongoing and continuing throughout the crisis, including new digital approaches to enable remote assurance, E-building standards etc. This work will continue to be progressed. 	
8.2	<p>In addition, the group has a number of actions that it is looking to progress before December. These are:</p> <ul style="list-style-type: none"> • To review developing an outline digital start, particularly with regards to SMEs- whilst there is understanding and confidence in digital tools in large organisations, this tends to decrease further down the supply chain. In the short term the group has agreed to map this out and bring together in one place. • Extending the reach of transforming consultancies- this goes beyond into how we procure buildings in terms of 	

	<p>output, etc. with the goal of bringing together pockets of good work and making these accessible.</p> <ul style="list-style-type: none"> Gathering & disseminating initiatives in improvement of quality- bringing all lessons learned from projects and making these available and disseminating them to bigger world audience 	
8.3	<p>In terms of Medium term actions (to the end of 2021)The group is looking at :</p> <ul style="list-style-type: none"> Extending technology and how to access this, expanding and developing a program of continual improvement in productivity and reducing waste. Regarding Offsite, expanding and building on work to Net Zero Carbon 	
8.4	<p>Colin Proctor added that the sub-group is working hard on medium term actions, to bring target dates forward and increase momentum. The group has also been involved in discussions with professional bodies. He invited Ian Gilzean to update further</p>	
8.5	<p>Ian Gilzean reported that he had had a meeting with professional bodies and the Minister on the 17 September to discuss the recovery plan. There had been a positive welcome for the plan from professions and a focus on good practice regarding quality, but there was some concern about medium and long term pipeline, especially regarding projects on hold. There had also been a welcoming of the collaboration across industry on the Recovery Plan and from the leadership from the Minister in helping to pull this together. Also discussed was the need to align with the professional bodies on issues such as Net Zero Carbon, Fabric First and Place.</p>	
8.6	<p>Also discussed was the need to embed design quality and Place and be mindful of Brexit and the Internal Market Bill.</p>	
8.7	<p>The Minister stated that one of the key thing in terms of transformation is that the group are looking to what is going to be done in terms of Fabric First, Place and carbon reduction. He noted that the Cross- Party group on the Built Environment were particularly interested in how the industry was going to transform and how they would be looking to the government for the changes required.</p>	
	The Minister invited questions	
8.8	<p>Stephen Garvin, picking up on digital side of Building Standards, noted that guidance had been produced over the</p>	

	summer on remote verification inspection. The future plan is to drive forward mixing physical with remote inspection, to this end, a digital task force has been set up. There has also been engagement on further work with the Innovation Centre. He also noted that members should have an invite to the launch of the Building Standards Workforce Strategy later that morning.	
8.3	Ian G noted that the digital planning strategy also moving forward and that he will provide update in due course.	
8.4	The Minister added that investment for this has been secured and so this will indeed be moving forward.	
9	Skills and Workforce Sub-Group Update	
9.1	<p>Jane Duffy provided an update on the progress on the immediate actions. The key actions were:</p> <ul style="list-style-type: none"> • Addressing backlog of skills tests that apprentices would normally have taken between June and September. This is prioritised as part of college re-opening. An update will be provided for the next meeting. • Maximising 2020 take-up of apprenticeships, looking at developments to keep apprentices 'warm' until they can start, as many are still in furlough. The group are waiting on accurate figures, although the reduction of apprentices seems to be lower than projected. There has been, however, some anecdotal reports of some start dates pushed back to October. • Supporting apprentices to access new opportunities- working with Skills Development Scotland (SDS) on 'adopt an apprentice' and to increase incentives for companies to take on apprentices. • Across all apprentices, looking at those that cannot find a new apprenticeship, in terms of finishing courses to gain qualifications. SDS are also working with awarding bodies etc. where apprentices are not able to complete their course, on what recognition of prior learning they can leave their course with. • Looking at the Industry backed pre-apprenticeship route. The one for construction skills has progressed well with good involvement from trade federations and trade unions. The sector has come up with a good model to give some elements of the National Progression Award, which will be delivered by colleges over the next six months, hoping to start from October. This is backed by Scottish Funding 	

	<p>Council credits and supported by SDS funding for a training allowance. This will be a test model to see how well this works- with the hope that this can be applied to other industries.</p> <ul style="list-style-type: none"> • Understand and identifying the capacity of further education. This has been in flux due to the fact that due to SQA grading, some students went to university after getting higher grades than expected. It was noted that there was a lot to unpick, but that this could be fed back at a later date. 	
9.2	<p>Emma Dickson noted that the engagement between the industry and colleges has been very good. In terms of digital work, aside what was covered in the Transformation sub-group update, there has been monitoring of the CITB funded Digital Construction Skills (offering free training to eligible companies), looking at how best to target this to the needs of the specific companies. This will be considered in the context of the transformation group's digital strategy.</p>	
9.3	<p>The Minister asked that Officials set up a meeting with himself and Jamie Hepburn MSP to discuss these issues. He also noted that it was important to encourage young people to enter the industry by selling the benefits of careers in construction. To this end he asked that officials engage with communications colleagues around this and that input from the industry would be extremely useful. He also noted that in terms of recovery (and particularly a green recovery) there are a huge amount of options and opportunities for young people.</p>	<p>Action</p> <p>Action</p>
	The Minister invited questions	
9.4	<p>Alan Wilson updated the group that there is a project that the CICV are running in collaboration with CSIC – 'The 3 Es' program assisting those returning to college and which provides information on what to do on site, how to get to work, what to do in a domestic setting, etc. and which will be a valuable piece of work, benefiting the whole industry. He also picked up on the point of encouragement of young people into the sector, commenting that data showed that women were particularly under-represented, which was something that was being tackled. As such, he was happy to offer his assistance in promoting construction as a career. The Minister thanked Alan for this update.</p>	
9.5	<p>Emma Dickson added that the Construction Scotland skills group has, in partnership with SDS, commissioned a report on recruitment methods by employers to recruit modern apprentices into the construction industry and had also low numbers of female entrants. This is something that the sub-</p>	

	group will look into. Members were invited to input into this, if able.	
9.6	Jane Duffy stated that the CITB is focusing on careers. Whilst this has stalled in the short term, things such as school visits Had been considered. She asked if it would be helpful to gather this info and see how this could be enhanced.	
9.7	The Minister stated that what was needed is a co-ordinated response, with messaging through communications channels and it is something that he would like to discuss at his meeting with Jamie Hepburn MSP in more depth. He was particularly keen to get the messaging across that there were alternative for young people rather than the academic path.	
9.8	<p>Actions:</p> <ul style="list-style-type: none"> • Officials to arrange meeting between the Minister and Jamie Hepburn MSP, to go over issues raised in the Skills and Workforce update. • Officials to engage with Comms around promoting young people to consider careers in construction, with assistance from industry. 	<p>JD</p> <p>JD</p>
10.	Data and Intelligence Sub-Group Update	
10.1	<p>Stephen Good noted that the sub-group have met every week since last meeting of the CLF. He invited the co-chair Paul Dodd to update on the industry data insight group:</p> <ul style="list-style-type: none"> • On developing a data framework for project pipeline communications- this has been ongoing for the last six months, looking at data required to support pipeline/ transparency around investment. • On mapping existing data, there has been consultation with public bodies and the industry. • On creating a data and intelligence portal. This is now live (data dashboard). Members were asked to continue to upload any relevant information. • On assembling evidence base of economic impact on Scottish construction -further work to be done and the SG economy team will continue to develop this. • Continued (as per Supply Chain update) to liaise with supply chain around supporting supply chain & pipeline exercise. 	
10.2	Steven Good highlighted that key work toward December is to move forward and develop the data dashboard. Some workshops will be scheduled to allow everyone to feed in which will then inform the role of the dashboard going forward. There will then be the opportunity to take stock to see what the next major update will look like. The aim is to produce a	

	sustainable tool for all to use effectively. Re-iterating his earlier point, he stated that it would be good to consolidate the outstanding actions across the sub- groups.	
	The Minister invited questions, but none were forthcoming	
11	Editorial Sub-Group Update	
11.1	Peter Reekie addressed the members on the Recovery Plan, which had been circulated prior to the meeting. He went through the areas that had been changed since the draft. He thanked members for sharing through their networks and to all of those who had completed the plan. He hoped that this wide-ranging engagement and promotion would continue into the implementation phase.	
11.2	It was highlighted that there has been limited changes to two areas: <ul style="list-style-type: none"> • To reflect the publishing of the infrastructure invest plan • The consultation and next steps have been updated after meeting of co-chairs & editorial group. 	
11.3	The Consultation responses have been reviewed, with some recurring themes highlighted in the plan. It was noted that that this feedback hasn't led to changes, but it was hoped that it will be helpful in prioritising actions. It was stated that the September action plan will be updated with any additional input from sub-group members prior to final publication.	
11.4	In parallel with the industry consultation, The Scottish Government have been considering all off the individual actions in the Plan with all policy areas involved and have attached RAG status on deliverability. Whilst all need to be progressed in the medium and longer term, this allows prioritising those have biggest impact/ most deliverables	
11.5	Peter Reekie went on to say that the next step is for this plan to be shared with the sub-group chairs to inform prioritisation by each of the subgroups of the CLF, with the group continuing to oversee the plan with executive group (comprising the Editorial sub-group and Co-chairs) co-ordinating delivery of the actions. Updates will be published on the constructionforum.scot website, which will remain live and interactive for interested stakeholders to comment on the plan and implementation.	
11.6	The plan will be reviewed in Q1 2021, as consideration is given to the potential for an accord between Government and industry as recommended by the Infrastructure Commission	

	for Scotland and has been committed to in Programme For Government.	
11.7	Peter Reekie informed the group that he would b be giving an update to the SG's Infrastructure Investment Board on Monday to ensure industry interests are represented. He asked that any final comments were passed to him by Friday and that subject to approval by the group, the Plan would be released	
11.8	The Minister noted that all of the relevant SG leads and Ministers have been involved with the Plan, and much of actions of SG will be delivered in collaboration with industry. He hoped that members would endorse the plan.	
	The Minister invited questions	
11.9	Emma Dickson stated that she had concerns about gender and attracting new people into the industry and that she had written to Jamie Hepburn MSP on this and will meet his representatives to discuss a gender action plan. She noted that Construction Scotland have a program called 'inspiring construction' to address lack of information in schools around construction careers, however funding has been pulled. Construction Scotland is looking at other opportunities for funding and she would be interested to pick this up as part of a skills plan.	
11.10	Peter Reekie noted that he had spoken to Emma Dickson on this, and will meet with Emma separately to discuss critical diversity issues, particularly at industry leadership level.	
11.11	The Minister stated that the Plan was a good piece of work, on which good progress had already been made. He asked for everyone to endorse the Plan and note the next steps, which the Group agreed to.	Action
	<p>Actions:</p> <ul style="list-style-type: none"> • Draft Recovery Plan to be published, pending any final comments from members 	PR
12	Open Discussion	
12.1	The Minister noted that the group had gone through a lot of material today and asked if anyone wished to raise anything else.	
12.2	Grahame Barn gave thanks to Sharon Miller and colleagues for their work around self-catering restrictions, impacting on the civils sector. He wished to make group aware that this is being looked and any exemptions for the construction and	

	forestry sectors are awaited around self-catering in remote locations.	
12.3	The Minister commented he knew Sharon Miller and the team, have been in touch with legal and health colleagues, as in all regulations there can be unintended consequences. The Minister noted that the construction industry had demonstrated good adherence to guidance in terms of Covid spread, which may help the case for any exemptions on this performance. Officials would look at what was possible and stated that Sharon Miller will keep Grahame Barn updated.	Action
12.4	Alan Wilson agreed that the behaviour of the industry was to be commended, He stated that in the last CICV meeting, the group had looked at the possibility establishing a Covid compliance Marque (especially for domestic work) and that work has started on a business case.	
12.5	The Minister responded that whilst a good idea, his only concern was that this could take the place of other industry marques, for whilst the government was happy to help, further work would be required.	
12.6	Alan Wilson replied that he appreciated the comment and would speak to officials on this.	Action
12.7	Steven Dillon raised that issue that several Local Authorities are not undertaking routine maintenance, which could lead to long term issues. He was also concerned that there were too many issues of van sharing amongst workers and complacency around this could lead to increased virus transmission.	
12.8	The Minister replied that he agreed that there needed to be strong messaging to prevent falling into bad habits he noted that non-compliance needed to be addressed as he wanted to continue to be able to praise the construction industry.	
12.9	Dominic Murphy, picking up on this point, informed the group that Transport Scotland published updated car sharing guidance- pointing out that a social media campaign had launched last Friday in support of guidance. He asked that the group help promote this guidance. It was agreed that relevant links would be shared with members, the Minister suggested that this could be a campaign that Alan Wilson may want to highlight through his networks.	Action
12.10	Stevie Dillon responded that while he was fine with the-car share guidance it was important to recognise that there was another issue here of workers sharing vehicle throughout the day whilst working, particular with local authority works involving smaller sites and maintenance.	
12.11	The Minister agreed that it was important that the messaging reflected this.	Action
12.12	Stephen Good informed the group that he was looking at pulling together a database of expert practitioners to support all of the sub-groups. This is currently being developed with a view to embedding in the website, on which he would update	

	the group and ask them to share within their networks. He also highlighted a zero carbon event on 3 November involving all seven innovation centres. He stated that he would share the link with members.	Action
	<p>Actions:</p> <ul style="list-style-type: none"> • Sharon Miller to update Grahame Barn on any progress around issues with self-catering accommodation on remote working. • Alan Wilson to engage with officials over potential 'Covid Compliance' marques, • Dominic Murphy to circulate links to car sharing guidance, for members to circulate. • Officials to ensure that messaging extends to workers sharing vehicles throughout the day. • Stephen Good to share details of Zero Carbon event on 3 November. 	<p>SM</p> <p>AW</p> <p>DM</p> <p>DM</p> <p>SG</p>
13	Any other Business	
13.1	As there was no other business, the Minister wound up the meeting by saying that this had been a useful discussion thanking all for update on actions noting making real progress made. He finished by saying that we must continue to suppress the virus and that it was incumbent on all to re-enforce messages.	
14	Date of Next Meeting	
14.1	The next meeting will be on 5 November 2020 at 09:00 Details will be circulated prior to the meeting,	