

Meeting Title:	Management Team Meeting	
Department:	Senior Management	
Date:	19 th April 2018	
Time:	09:30am	
Location:	Board Room	
Facilitator:	Steve Evans (SE)	
Attendees:	Steve Evans (SE)	Jackie Towell (JT)
	Chris Evans (CE)	Shane Fairburn (SF)
	Nic Morgan (NM)	Ashley Davies (AD)
Apologies:	Ken Owen (KO)	

Item	Agenda
1.0	Approval of minutes of previous meeting - Any corrections needed or agreed.
2.0	Matters Arising / Actions - Brief discussion and update document.
3.0	Managing Directors report - Comments welcome from team.
4.0	HS Report for December - AD to give a brief summary.
5.0	HR Report for December - JT to give a brief summary.
6.0	Commercial Report - NM to give a brief summary.
7.0	Contracts Report - SF to give a brief summary.
8.0	Monthly Management Accounts - SE to present February Accounts.
9.0	AOB - JT - IIP annual review feedback - NM – Proposal to hold SMT meeting later in the month going forward
10.0	Date of next meeting – 18th May 2018 at 09:30am

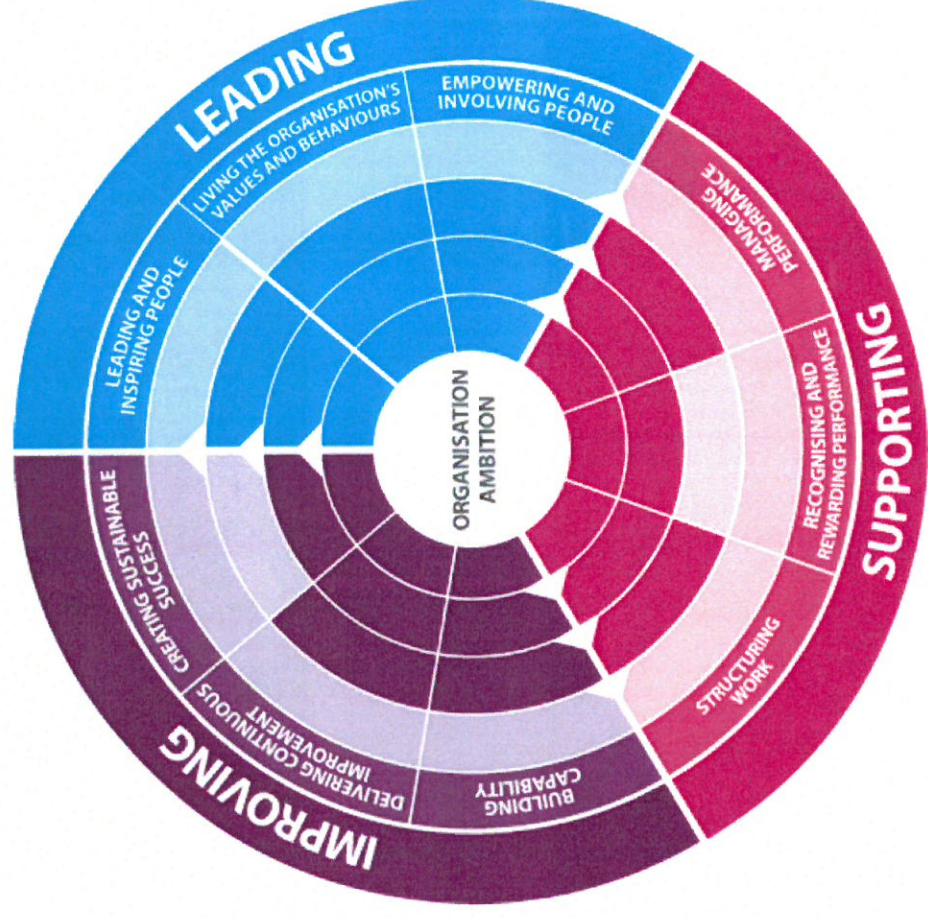


Investors in People (IIP) Annual Review

2017 Assessment Results

If we look at how our own Premier Values mirror the Investors in People Standard we are able to see how we covered so much of the criteria in the review – We are on their Wavelength!

- **Improving – Solution Focused**
 - Sustainable Success
 - Continuous Improvement
 - Training
- **Leading – Leading Safety**
 - Leading & Inspiring Others
 - Promoting our Culture
 - Proactive & Innovative
- **Supporting – People First**
 - Recognising & Rewarding
 - Managing Performance
 - Training & Development



2018 Strategy

Investors in People Observations & Recommendations are aligned with the company's original stated ambitions, our target areas for further improvement are;

- **Creating Sustainable Success**

- Encourage staff from across the business to generate ideas for continuous improvement
- Identify positive people to champion change and support them with Training & Development
- Formalise our Training & Development Targets

- **Recognition and Reward**

- Further involve staff in the development of the scheme
- Introduce flexibility of rewards
- Link to achievements, long service our Total Compensation Package

- **Performance Appraisal**

- Set Appraisal Expectations for Managers
- Feedback on how staff live our values has been diluted, after creating the format to do this we no longer use it during the appraisal process, this element of the appraisal should be reintroduced and simplified
- Identify the Leadership behaviours required for our business and introduced a Leadership Element to the appraisal and the Site Skills Matrix, so that staff can get feedback on their Leadership skills and potential

- **Health & Wellbeing**

- Set Health & Wellbeing long term goals and tie to our Total Compensation Package

