

## **SOCIAL SUSTAINABILITY WORKING GROUP: TERMS OF REFERENCE**

### **Purpose of the Working Group**

The Working Group has been set up to provide a forum for contractors to improve collective Social Sustainability performance on Crossrail and future projects.

### **Membership**

- One attendee per contract, i.e., contract-level Responsible Procurement representatives (e.g. HR managers, procurement leads, commercial leads)
- Crossrail Social Sustainability team.

In addition, where suitable, external guests from other projects (e.g. Network Rail, HS2 and Tideway) and external speakers (e.g. Living Wage Foundation) may be invited.

### **Logistics**

- Location: rotation of sites
- Frequency: quarterly basis, with preparatory work outside those meetings
- Duration: two hours

### **Organisation**

- Contractors to lead on preparation of meeting content (e.g. topics/agenda/actions)
- Crossrail to chair the meetings and support with the write-up of material/minutes
- Pre- and follow-up meetings may be organised in between the formal quarterly sessions.

### **Key priorities and objectives**

#### ***Priority 1: Driving improvements on the Social Sustainability Performance Assurance Framework through sharing of best practice***

Potential themes to be covered:

- How best to engage with supply chain partners on delivery of Social Sustainability (including high-quality apprenticeships)
- Maximising delivery of Strategic Labour Needs and Training targets
- Getting buy-in at senior level and from different teams at site level
- How best to engage with the Crossrail Jobs Brokerage for successful outcomes
- Implementation of London Living Wage in corporate processes
- Tackling Equality and Diversity issues at site level.

#### ***Priority 2: Contributing to the development of legacy materials for future projects***

- Legacy section on Crossrail website
- Policy documents and guidance documents for Social Sustainability managers and site teams
- Anonymised templates
- Case studies,

#### ***Priority 3: Networking and team building***

- Ensuring that best practice and lessons learned from contracts nearing completion feed into newer contracts
- Facilitating one-on-one collaboration
- Improving the understanding of different challenges faced by HR, procurement and community relations functions in delivering Social Sustainability at contract level
- Developing a community of professionals involved in the delivery of Social Sustainability.