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**Theme Group Zoom Meeting Minutes**

**Tuesday 6 July 2021**

1. **In Attendance**

John Simons

Brian Harding

George Gaduzo

Amrit Sagoo

Ian Griffiths (IGG) (Chair)

1. **Minutes of last quorate meeting (06.10.2020)**

Minutes were considered approved

1. **Matters arising**

None

1. **Feedback on How to guide to Best Practice Procurement (“Guide”)**

Some concern was raised that the Guide had not been publicised sufficiently widely. It was recognised that this was partly due to COVID affecting the launch. IGG agreed to raise the following queries with CE leadership:

* What further steps are being taken to publicise it by CE generally?
* Can it be made easier to access on the CE website?
* Has any communication of it being made with CE contacts at other professional/industry groups such as Institute of Housing. LGA?
* Is data being collected on who has downloaded it?
* Will it form part of the resources for the new Diploma in Collaborative Practice?

1. **What’s the next project/deliverable?**

` The group agreed to consider further guidance on procurement utilising case studies of best practice. Some of the group members had been involved in judging the CE Midlands Awards and it was considered that some of the projects included for consideration in the awards would make a good starting point for this venture.

1. **AOB**

None

1. **Next Meeting**

19th October 2021