

**Date:** Wednesday 19<sup>th</sup> April 2017 – Carillion Offices, One Euston Square, 40 Melton Street, London, NW1 2FD – 10.30am – 12.30pm

**Attendees:** Ian Heptonstall (*Supply Chain School*) – Chair, Shaun McCarthy OBE (*Action Sustainability*), Steve Attfield (*Marshalls*), Andy Fulturer (*Lendlease*), Anne Smales (*Bouygues UK*), Alice Hands (*Sir Robert McAlpine*), Susan Schnadhorst (*Osborne*), Richard Deaville (*Interserve*), Richard Thompson (*Francis Flower*), Andy Hazlehurst (*Carillion*), Steve Watson (*Willmott Dixon*), Simon Poulter (*Balfour Beatty*), Cara Palmer (*Wates*), EJ Allen (*Supply Chain School*), Becky Bryant (*Supply Chain School*)

**Apologies:** Gerard Cantwell (*Aggregate Industries*), Jesse Putzel (*BAM*), Ben Lever (*CITB*), Mick Stovin (*Francis Flower*), Iain Casson (*Kier*), Tom Brenchley (*Lundy Projects*), Graham Edgell (*Morgan Sindall*), Nick Baker (*Skanska*), Craig Murphy (*John Sisk & Sons*), Patrick Guest (*Arnold Laver*), Ian Griggs (*Tobermore*)

Please note these meeting notes are to be read in conjunction with the agenda and pre-read slides as circulated to all.

## Meeting notes

### 1. Welcome and introductions

- ✓ **Ian Heptonstall** conducted the meeting as interim chair due to Chris Dyson's departure from Carillion
- ✓ **Anne Smales, Supply Chain and Procurement Manager**, was introduced to the Group as the representative from Bouygues UK, a new Partner to the School
- ✓ **Alice Hands** was introduced to the Group as representing Sir Robert McAlpine on behalf of Danny Bavington
- ✓ **Richard Thompson** was introduced to the Group as representing Francis Flower on behalf of Mick Stovin
- ✓ **Andy Hazlehurst, Head of Supply Chain and London Southeast**, was introduced to the Group as the new representative from Carillion
- ✓ **Simon Poulter, Procurement Director**, was introduced to the Group as the new representative from Balfour Beatty

#### **Actions:**

**All Partners** to contact [emma-jane@supplychainschool.co.uk](mailto:emma-jane@supplychainschool.co.uk) by 10<sup>th</sup> May if they are interested in putting themselves forward to become chair of the Leadership Group. If we have more than one person interested, we will ask you to put forward nominations and then this will go to an e-vote.

### 2. Agree minutes of last meeting

Minutes from the last meeting were agreed.

### 3. Review outstanding actions

An update was provided to the Group with regards to outstanding actions as below:

#### **Outstanding actions:**

- **Supply Chain School** to conduct a survey of Partners to gauge satisfaction levels and the benefits of Partnership, as well as areas for improvement – in progress, due to *be released to the Partners in May*)
- **All Partners** to provide an update on how they are using the Partner Maturity Matrix and any benefits that they have seen from it – ongoing action linking to *face-to-face Partner meetings with EJ*

#### 4. New School web platform

Attendees undertook a group exercise, in which they were asked to “get online” and review the new School web platform (this launched at the end of March) and provide feedback on its cosmetic appearance, as well as functionality and usability.

- Overall, the Group felt that the new website displayed a significant improvement to the overall display, functionality and usability of the School. It was agreed that some additional direction may be required for users who were accustomed to the previous Supply Chain School website; but that the School would take comments and suggestions from both members and Partners on an ongoing basis in order to provide all users with the best possible experience and to drive for continual improvements.

Actions for the School team based on feedback from the Group as below.

#### Actions for Supply Chain School:

- Make the ‘View all resources for this issue’ stand out more on the specific issue pages
- Provide links from the events calendar to the list format of supplier days and workshops
- Fix the key word ‘search’ function
- Clarify the registration process around ‘join’ and existing account, or ‘create new account’ – what this means is not clear during the registration process.
- Feedback to the Ops group the recommendation from the Group that the term ‘Issues’ should be replaced by ‘Topics’ (‘issues’ can have negative implications) and feedback to the Construction Leadership group accordingly
- Ensure all Partner logos are up to date, and that specific reference to certain Partners on the Const homepage is taken out so that all Partners have equal status
- Provide additional links to make it clear how to go back to the Homepage- clicking on the School logo will do this, but not everyone will find this intuitive
- Add in more links / widgets to the self-assessment pages from the ‘information’ pages so that the drive to self-assess is always there
- Fix broken links at the bottom of the menu
- Increase the number of events / forthcoming workshops appearing in the list on page1, instead of having to scroll through lots of different pages so see all the events
- Look into:
  - Linking the events calendar to outlook calendars
  - Providing an option to search for events by ‘issue’ on both the events calendar and the list of workshops / supplier days
  - Create pages to outline the role of the Leadership Groups, and who sits on these Leadership Groups, together with a link to the contact for new partner queries
  - Ensuring website is compatible with all devices and formats

## 5. Operational update

### Progress against KPIs and deliverables

The group were invited to comment by exception on the performance of the Construction School against the 2016 – 2017 Deliverables, which can be reviewed in the attached presentation. Overall, the Construction School performed exceptionally well, hitting or exceeding all targets, with an overall increase in self-assessment score from its members of 17.35%. All Partners were thanked for their support in helping to achieve these targets.

The Group were informed that the figure of 57 Partners had increased to 59 Partners with the latest Partners to join the School being **Tobermore and Travis Perkins**. (*this has now increased to 60 with confirmation from Network Rail that they wish to become a Partner*).

### Supplier days

The Construction School will be running 4 Supplier Days this financial year, as agreed by the Group during the business planning session in January. Details of these are as follows:

Quarter	Month	Region	Theme
Q1	May	London	Sustainable Procurement
Q2	September	West Midlands	Offsite and Skills
Q3	November	North East	Social Value
Q4	February	Manchester	Sustainability Performance Measurement

### Outstanding Actions:

- **Partners to:**
  - Volunteer speakers from own organisation to provide Partner perspective on the themes for the supplier days, linking to their expectations of their supply chain and how they can be met
  - Suggest client speakers for the supplier days
  - Suggest designers / architects to speak at the supplier days
  - Invite regional colleagues and potential, new Partners to attend the supplier days and to notify Becky of these so that she is able to liaise directly with them
  - Invite their regional supply chains to attend the supplier days, or to provide Becky with a list in order for her to invite them on your behalf
- **Becky to** confirm the date of the remaining 3 construction supplier days and circulate calendar invites accordingly.

### Workshops

The Construction School has budget to run 10 workshops this financial year, as agreed by the Group during the business planning session in January. Details of these are available in the pre-reading which was issued to the Group.

### Outstanding Actions:

- **Partners** to speak to Becky if they would like the School to host a workshop either for their internal staff members or their supply chain

### Target design practises to engage

As outlined in the construction business plan, the School is looking to engage 10 design practises and 150 designers in the 2017 / 2018 financial year. The attendees underwent a Group exercise to consider how the School could best engage with designers and design practises and to outline any potential targets.

Consideration Point	Conclusions
How do Partners currently engage with design practises?	Partners typically engage with designers following on from communications with clients
Partner internal design practises	Willmott Dixon have set up their own “design consortium” which includes a select number of designers within a region who are to be used, unless specifically requested by a customer
Partner regional frameworks	Lendlease – Willmott Dixon
Motivations for design practises to become involved with the School	CPD content could be considered a helpful benefit for design practises Additional promotion of the School’s resources on innovation, offsite and value engineering could be promoted as a benefit for designers The School should produce some tangible examples of benefits to designers, they are currently much clearer for the major construction contractors
Suggested organisations for the School to engage with	Partners often engage with designers as per client preference, with preferred suppliers often being nominated – therefore it is key to engage with the contractors’ major clients in order to approach their preferred designers – this also often has a regional weighting Suggestions: Bennetts, HTA, Fosters
Additional suggestions	Create additional events aimed specifically at designers e.g. supplier days and designing out waste workshops The School should create an active communications plan for engaging

	designers and architects  The School should work additionally with UKGBC to engage designers  Once designers are engaged; the School should utilise these relationships to further additional relationships
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**Actions:**

- **The School** to develop a proposed action plan around engaging designers, and to circulate this to the Leadership Group before the next meeting for comments / feedback

Target New Partners to Engage

Due to the length of time taken to discuss the engagement of designers within the School, attendees were asked to send suggestions of new Partners to EJ

**Actions:**

- **Partners** to send EJ suggestions of target Partner organisations

**6. An Insight into the new International Standard for Sustainable Procurement, ISO 20400**

Full details of the standard, and the presentation given by Shaun McCarthy OBE, who led the UK delegation for the standard can be found in the pre-read which was issued to members of the Group in advance of the meeting.

**Outstanding Actions:**

- **Partners** to speak to Becky if they would like Action Sustainability to deliver a FREE ISO 20400 briefing and gap analysis for their internal teams.

**7. Any Other Business**

No any other business was raised

**8. Close**

**Next meeting: Wednesday 21<sup>st</sup> June 2017, Carillion's Offices, One Euston Square, London – 10.30am – 12.30pm**