

Date: Tuesday 29th September 2015, 10:30 – 12:30pm

Attendees: Ian Heptonstall (Action Sustainability), Danielle Bistacchi (Action Sustainability), Shamir Ghumra (Responsible Solutions), Emma-Jane Allen (Action Sustainability), Aaron Reid (Balfour Beatty), Richard Baker (Interserve), Craig Lucas (Sir Robert McAlpine), Donna Hunt (Aggregate Industries), Steve Cook (Willmott Dixon), Sharon Mungovan (Skanska), Andy Fulterer (Lendlease), Iain Casson (Kier), Michael Williams (Laing O'Rourke), Anthony Bate (WP Group), Philippa Stone (ISG), Chris Dyson (Carillion), Steve Attfield (Marshalls).

Apologies: Emily Hamilton (Grosvenor), Dawn Love (Taylor Woodrow), Nitesh Magdani (BAM), Rachel Woolliscroft (Wates), Graham Edgell (Morgan Sindall), Kevin Moran (Galliford Try).

Summary of key recommendations to the School Board:

1. The group will be dedicating its next meeting to a workshop on considering how best to drive driving impact amongst member companies

Meeting notes:

1. Agree minutes from last meeting

Minutes from the last meeting were agreed and an update was provided to the group. All actions have been completed or are in progress, as below:

Agreed points:

- ✓ Elections for Board elections are now open and will close on Friday 16th October. Information and voting criteria are now on the website: <http://www.supplychainschool.co.uk/members-partners/partner-guidance/governance/nominations.aspx>
- ✓ The heat- mapping process is to be completed in October by Ian Heptonstall and Shaun McCarthy
- ✓ The group discussed briefly how there needs to search functions available when registering to find a trade category, now the list of sub-categories has increased.

Actions:

- AS to investigate the development of a search function for trade categories and postcode search function on the members page

2. General School update

An update on the School's performance was reported against the KPI's set in the business plan. Further details can be found in the slide deck circulated prior to the meeting. Action Sustainability (AS) have recognised and highlighted key areas for development.

Agreed points:

- ✓ It was agreed that the KPIs are useful but the ops group need to have better insight of the data regarding use and impact of the School - AS to run next meeting as workshop on impact

- ✓ Information about the Governance structure of the School and who the Board members are, is now available to view on the website:
<http://www.supplychainschool.co.uk/members-partners/partner-guidance/governance.aspx>

a. Special Interest Groups

The three Special Interest Groups approved by the Board are as below:

1) Social Value

Social value is a big driver amongst public sector clients and greater clarity on this topic will be of benefit to the School. It has been agreed that this SIG needs to assess the impact and opportunities of the Social Value Act within the built environment.

Agreed points:

- ✓ The group agreed that all partners will define Social Value in different ways; the power of this group will be trying to provide a common understanding and consensus about what are the impacts and opportunities are.
- ✓ There could be a potential PR story about how the partners of the School have worked together and tried to change the industry and share stories of good practice to the rest of the industry.
- ✓ The first exercise of the group is to understand what the common themes are and offer guidance on the main ones.

2) Performance Measurement

The outcome of this group is to define a common set of definitions for sustainability metrics and agreement on a small basket of measures for all partners to collect. This will enable improved measurement and reporting and also provide consistency to the supply chain.

Agreed points:

- ✓ Build UK has launched and School needs to input into work they already do and to feed in the sustainability work the School does. Alex Giles to contact Simon Nathan at Build UK

Action points:

- Partners to send PQQ questions to help develop the group understand the variety and gaps that currently exist in sustainability questions

3) Modern Slavery

Due to popular demand from partners, the 'Skills & Employment Group' has been changed to Modern Slavery, and aims to provide practical training and advice about what is the Modern Slavery Act 2015 and steps to ensure compliance.

Agreed points:

- ✓ The group provided feedback that the SIGs must provide practical solutions which will be of value to SME's in the supply chain

- ✓ Terms of Reference for the Groups need to be focussed and time limited

Action points:

- Partners to contact Danielle if they (or a colleague) would like to join any of the SIGs.

4) **Materials Scarcity Group**

The Materials Group has been put forward by the Infrastructure Group and also strongly supported by the Construction Group.

Agreed points:

- ✓ The Materials Scarcity Group must cut across all sector groups
- ✓ It has already been recognised that there are many other external groups dealing within similar issues surrounding resource scarcity, this group must provide added value to both the School and the industry.
- ✓ IH made it clear that he felt the board were expecting the group to look at scarcity issues that would affect planned programmes of works going forward.

Actions:

- Shamir Ghumra to work with partners who want to join the group and create a brief that specifies what the group want to achieve and how.
- Shamir Ghumra to circulate the Terms of Reference to the Construction Group once finalised.

b. Supplier Days

There are four Construction Supplier Days scheduled in this year's budget. The first one was in Cambridge on 24th September. There are 3 more scheduled:

Date	Location	Lead partner
1 st Dec 2015	North East (Sedgefield Racecourse)	BAM & Willmott Dixon
February	TBC	Interserve & ?
17 th March 2016	Edinburgh Zoo	Sir Robert McAlpine & Balfour Beatty

Agreed points:

- ✓ More needs to promote 'Green Travel Plans' pre-event.
- ✓ Future Supplier Days should introduce the partners in the room during the welcome.
- ✓ Focus of the Supplier Days needs to be on getting new delegates into the room, however, it was also agreed that having established members attending is encouraging to new members and helps spread information about the benefits.
- ✓ There is scope for events where the agenda could be more around how the school can help suppliers achieve their sustainability targets on specific projects.

Actions:

- Partners to put dates in their diaries for the upcoming supplier days and to volunteer themselves for the Q&A panels.
- Partners to begin expressing their interest for supplier days for next business year.
- EJ to send though lead partner briefing pack for supplier days to group.
- There is a potential for a Supplier Day for the A14 project JV between Carillion/ Skanska/ Costain/ Balfour Beatty/ Highways England – which would be a great demonstration of collaboration.

c. All Schools Supplier Day

A ‘Whole School’ day is being hosted by United Utilities, Laing O’Rourke, Aggregate Industries and EMCOR UK on 20th October 2015.

Agreed points:

- ✓ The ‘All Schools’ day will consider the whole value chain and the importance of effective collaboration.

Actions:

- Partners to send EJ & Victor Mo a further list from your UK based supply chain of suppliers that would benefit from attending a Supplier Day. The list should include:
 - Email address
 - Company name
 - Named contact
 - Postcode or County
- Danielle to send the agenda for the All-School’s Supplier Day to the group.

3. School Vision

It has been agreed by the Board that the partners’ and members collective vision of the School needs to be revisited with the objective of producing and communicating a new ‘2020 vision’. The current vision must be brought in line with where the built environment industry sees itself in five years time. This vision will provide the basis for the business plan next year. Shaun McCarthy is leading the development of the School’s new vision and will be running a ‘scenario-based’ exercise during three workshop sessions across the country. Dates to be confirmed.

Agreed points:

- ✓ The group agreed that before the “visioning” process begins work should be done to headline the predicted sustainability drivers for 2020, and how they could influence the 2020 School vision.
- ✓ Peter Hanford writing a construction update for 2025 – would be good to ensure that the vision process co-insides with that.
- ✓ Discussions need to be had with Build UK to understand how the groups can work together.
- ✓ Need to extend who the school is for e.g. Designers. IH has already spoken to the design fraternity (RIBA, ICE) and understanding how the School can appeal to them. IH to keep developing this.

Action points:

- Partners should ensure they contribute to at least one of these vision workshops.
- UC to circulate the options for the questions and not just the questions themselves in advance of the workshops.
- IH to engage with Suzannah Nichol, Build UK and report back to the group.
- DB to understand what the total turnover of all of our partners is and then use as a headline figure which can then be used on the website and use to attract partners.
“Partners have a combined UK turnover of XXXXX...”

4. Timeframe of activity

Agreed points:

- ✓ The reviewing of trade categories and self-assessment questions, plus the action planning prioritisation is happening this month.
- ✓ Soft launch of the new construction action plan to be at the 1st December Supplier Day.

5. Agree revised trade categories

Work on the revised trade categories has been completed by Chris Dyson, Carillion.

Agreed points:

- ✓ The revisions to the trade categories were approved by the group.
- ✓ It was agreed that Labour shouldn't fit under professional services and should have its own category.
- ✓ The main category will be called 'Labour Agency' and the sub- categories will stay the same as they currently are within the School: Site Management, Trades, and General Labour. Security will no longer be listed as a sub-category as this sits within the FM School.
- ✓ Question set has been standardised across the Homes group. Shamir to look into reviewing the question set for Infrastructure.
- ✓ A smart search function will be added into functionalities to the website, to make it easy to find a trade category – as there are few main categories but hundreds of sub-categories.

Action points:

- EJ to circulate amended trade categories list to the group.
- Ian H and Shaun McCarthy to inform the group once the detailed heat-mapping has been completed.
- Partners to help with testing of the action plans once the heat-mapping has been inputted and to also nominate 3 suppliers to help test. This provides real user information and supplier feedback on the amendments.

6. Priorities for workshops

Other groups have expressed their interest on new workshops to be developed. However, because the Construction School is well established there is already a catalogue of workshops available.

Homes are developing workshops on overheating, the performance gap and sustainability drivers within the Homes sector.

FM have expressed interested in the development of workshops on Modern Slavery and waste for non- waste contractors.

Agreed points:

- ✓ A workshop on Carbon in Construction (based on what the Infrastructure School has already been developed), which would provide practical examples and best practice stories would be beneficial.
- ✓ Other topics for workshops would be developed from outcomes of the Special Interest Groups.

Action points:

- Partners to send Danielle any potential workshop topics they would like to run.

7. Update on Fairness, Inclusion and Respect (FIR)

The FIR Toolkits are now live: <http://www.supplychainschool.co.uk/fir/> - it includes two e-learning modules (one for Senior Management and another for Site Managers), plus four videos. The idea behind the Toolkits is to play the four 2-minute videos which will then provoke and stimulate discussion.

Agreed points:

- ✓ The FIR site is currently buried on the website, and should be more prominent.
- ✓ The School will be bidding for money from CITB next year which will be put towards trying to push through the FIR agenda further.

8. Partner prospects

Progress since the last meeting has been slow, though new partners are still being sought. Paul Parkinson is now on board to help recruit new partners.

Actions:

- Partners to send Paul contacts of any potential partners

9. AOB

- Rosie Watts has joined the AS team as a Business Administrator apprentice.
- It was suggested that future meetings should be three hours long, but this was rejected.

Next Meeting:

Construction Group Meeting
29th September 2015



24th November 2015 10:30am – 12:30pm