

Date: Tuesday 9th February 2016, 2 – 4pm

Attendees: Ian Heptonstall (Action Sustainability), Danielle Bistacchi (Action Sustainability), Emma-Jane Allen (Action Sustainability), Andy Fulterer (Lendlease), Philippa Stone (ISG), Chris Dyson (Carillion), Steve Attfield (Marshalls), Nitesh Magdani (BAM), Peter Johnson (Kier).

Apologies: Emily Hamilton (Grosvenor), Rachel Woolliscroft (Wates), Graham Edgell (Morgan Sindall), Kevin Moran (Galliford Try), Richard Baker (Interserve), Craig Lucas (Sir Robert McAlpine), Donna Hunt (Aggregate Industries), Steve Cook (Willmott Dixon), Sharon Mungovan (Skanska), Iain Casson (Kier), Michael Williams (Laing O'Rourke), Anthony Bate (WP Group)

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:

- ✓ School to continue engaging with Build UK to ensure that any work on standardising sustainability PQQ questions ties in.
- ✓ The School Partners are well represented on the Build UK Environment Group, and will be able to speak on behalf of the School where appropriate.

Actions:

- **Partners to:**
 - Contact EJ if they would like to co-host an Innovation / Supplier Day with an idea of which other Partners they would like to co-host with, a region, and ideally linking in to an existing or future project.
 - Contact Steve at Marshalls if they are keen to co-host a supplier day with Marshalls
- **School (IH)** to provide Build UK with words about the School to add onto their website so as to highlight the collaboration between the two initiatives
- **Peter Johnson** to send EJ the link to the Build UK site which lists who's on which group within Build UK. EJ to then circulate with the actions / minutes.

2. Construction School re-launch

The new - look Construction School site is now live! The following areas of the website have been reviewed and updated:

- ✓ Self-assessment questions
- ✓ Resource library
- ✓ Trade categories (these are now listed in alphabetical order to make a category easier to find when registering, and reflect the work done by Chris Dyson and the Group)
- ✓ Imagery
- ✓ Website copy

In terms of PR, it was agreed that the School would communicate with its members about the updated Construction School, and that the Partners would contact their supply chains about this, with a view to encouraging them to engage more actively. It was also agreed that Partner organisations should consider leading by example and completing the School's self-assessment.

Actions:

- **Partners** to look at new site and complete the refreshed self-assessment
- **AS (EJ) to:**
 - Send copy to partners about the new website which they can distribute to their own internal teams to encourage engagement
 - Send the partners what the new definition of a member is and how suppliers will lose their status if they don't engage
 - Consider running a 4 year anniversary event in June, and link this in to the updated construction school. This will be an excellent PR opportunity. EJ to share proposals for the event with the Group

Edinburgh Supplier Day

The group were reminded of the Edinburgh Supplier Day which is being hosted by Sir Robert McAlpine on the 17th March at the Doubletree Hilton in central Edinburgh. The event has more than 180 delegates booked on which is great news. The partners were encouraged to either attend the event or arrange for colleagues to attend on behalf of their organisation:

Actions:

- **Partners** to consider attending the Edinburgh supplier day, or arrange for representatives from their organisation to attend the event
- **AS (EJ)** to send around lists of partners who have already agreed to attend

School Board

Kath Gillard (Grosvenor), Jon May (Lendlease) and Martin Chown (Balfour Beatty) have all left their prospective organisations and have therefore resigned their place on the School Board.

The process in relation to nominations and voting to elect 3 new Board members will be circulated very soon.

3. School Vision

The results of the recent School visioning workshops have been analysed and the Board has agreed on the new vision: **"A world class collaboration to enable a sustainable built environment"**

The vision is made up of eight guiding statements which show where the School wants to be in five years time. Further details can be found in the slide deck circulated prior to the meeting.

Agreed points:

- ✓ The School needs to consider what its values are and that of its partners

- ✓ The School should look into how to write more case studies on best practice on site and how these can be communicated out to help provide practical advice and guidance to suppliers

Actions:

- **AS** to add an agenda item to the AGM on what are the School's values

4. Business Planning

It has been agreed across all of the leadership groups that the key objective in this year's business plan needs to ensure that there are more active members in the School.

Agreed points:

- ✓ There should be a Special Interest Group on BIM – this should be sustainability led.
- ✓ The Supplier Day format should be focussed towards innovation and collaboration
- ✓ There should be more project or themed events e.g. Fit – Out
- ✓ The target audience for supplier days is the strategic suppliers of the Partners and their supply chains. However events should also be marketed out to a wider audience where numbers allow
- ✓ More ToolBox Talks should be created within the School following the success of the FIR videos
- ✓ Supplier Days and workshops should be combined into just a general 'events' budget (this could include site visits and other things)

Actions:

- **Partners to:**
 - Watch the FIR Toolbox Talk videos and share thee internally / externally where appropriate: <http://www.supplychainschool.co.uk/fir/>
 - View and promote the new Modern Slavery guidance documents: <http://www.supplychainschool.co.uk/modern-slavery/>
- **Carillion, Interserve, Skanska, Willmott Dixon, ISG, Kier, Marshalls, Morgan Sindall, Wates to:**
 - Send through an excel list of strategic suppliers to Danielle to include email address, company name, and ideally a named contact and further contact details. The last strategic supplier lists were either provided in 2014, or have never been provided. This will feed into the exercise which looks at the size of the strategic supply chain to the School partners, and will also make your dashboards more meaningful.

- **AS to:**
 - **(IH)** Change to wording in the business plan from “managers” to “people” as the vision states that the School is now for everyone, not just managers
 - **(IH)** increase the figure ‘90% of employers will rate the training quality as good or excellent’ to 95%
 - **(IH)** increase the figure ‘90% of employers will rate the training received as relevant to their needs’ to 95%
 - **(IH)** take out the ‘coverage of spend categories’ as a KPI
 - **(DB)** check the figure of 546 self assessments and actions plans created – if this is just in the construction school then the target of 500 for 2016 needs to increase
 - **(IH)** Revise the business plan as discussed, and share with the Group and present this to the Board at the AGM on 11th March.
 - **(EJ)** Develop a maturity matrix for Partner engagement in the School and share with all for comments
 - **(EJ)** Present how many unique strategic suppliers there are across construction school partners at next meeting
 - **(IH)** Add in a KPI to the plan - % of strategic suppliers reached and % of active partners as members

5. Delivery of Objectives – ideas and feedback

The group spent some time within the meeting to write down their ideas and thoughts about how best the KPI’s can be delivered. A summary of the feedback is below:

What – sustainability issues do we want to focus on?

- Modern Slavery
- Whole – life costing
- Circular economy
- Carbon measurement
- Effective Design considering key sustainability issues

Who – should we target to get the most impact?

- Designer
- Clients
- Strategic Suppliers

Impact – what can we do which will make the most impact?

- Partner engagement

- Supplier days
- Workshops/ events
- CPD Training
- Be industry leading (proactive not reactive)

How – can we best achieve our stated objectives?

- Individual partner KPI's to increase partner engagement levels
- Set up collaborative groups across leadership groups
- Work with professional bodies more

6. AOB

The group were reminded that the AGM is on the 11th March 2016 at Grosvenor's offices in Central London. All paying partners who sit across any of the groups are encouraged to attend. The AGM will include the agenda items; School values, SIG'S delivery and outcomes. Should you wish to attend please contact Danielle@actionsustainability.com

Next meeting: Thursday 14th April, 10:30am – 12:30pm at Action Sustainability offices, 377 Camden Road.