

Date: Wednesday 8th June, 1 - 3pm

Attendees: Dan Firth (Interserve – Chair) , Ludi Hall-Drinkwater (Skanska), Jason Symmons (Carillion), Charlotte Osterman (VINCI), Alison Bettany (EMCOR), Luca Ramusino Cotta (BAM), Charlie Roberts (ENGIE), Mark Turner (AS), Ian Heptonstall (AS), Ross Primmer (AS).

Summary of key recommendations to the School Board:

The group would like to put forward the following to the board:

- The FM group are happy with the Special Interest Group selections.
- The group is planning engagement with external working FM client groups such as the City of London Social Value Panel.
- The group is planning a tailored event for key FM suppliers in Q3/4.

Meeting notes:

1. Agree notes from last meeting

Minutes from the last meeting were agreed and an update was provided to the group. There were no major comments on the notes from the last meeting.

2. Update on board elections

Keith Chanter CEO of EMCOR UK has joined the board following the resignation of Amber Ritson.

3. School Performance 2016 YTD

A summary of overall school performance and a comparison between the FM group and other groups was provided by IH. The figures reveal that at present the FM School has made a positive start to the year. However, momentum is needed to ensure that targets are met.

This momentum can be achieved through the planned School supplier days and a renewed push on workshops.

Discussion took place on the following issues around workshops and supplier days for the next 12 months. The key action points from this discussion were as follows:

- It was decided by vote amongst the partners present that the forthcoming October Supplier Day is to be in South West England, most likely in the Bristol area. Carillion are keen to help host and other partners have suppliers/contracts in this area.
- In the light of the decision to hold this the event in South West England rather than Wales, IH will investigate the potential for a smaller scale event in Wales if there is sufficient appetite for this. The School is keen to develop its offering in Wales and may use an event as part of this.
- Engie are keen to organise an FM School 'roadshow' workshop. CR to contact MT and RP to organise this event.
- Skanska are keen to organise a waste workshop. Skanska have waste expertise and there may be capacity to deliver a workshop using an 'in house' expert along with a representative from the Supply Chain School. L H-D to contact MT and RP to progress this further.

- There may be potential for a combined Homes/FM supplier day in September. AS to consider this and feed back to the FM group when possible.

At present the FM School partners have supplied details of c.8,000 suppliers to the school. This is significantly more than partners from the other schools, though apparently the bulk of this number is from Interserve.

- Partners to review their priority supplier lists and send to Action Sustainability if modifications are required.
- AS to consider which larger FM service providers should be contacted as potential partners.

4. **Engaging client organisations**

Discussion took place about the plans to achieve better strategic engagement with FM clients. The group discussed and agreed the following approach to achieve this:

- There was backing for the proposed approach which will use workshop style tailored events to engage a range of FM client “categories”. Initial priorities have been amended following some new information highlighted below.
- The School would benefit from strategic engagement with any FM client working groups with whom individual FM group members are already involved. Ian Heptonstall is involved with the City of London Social Value Panel and will enquire with them on the possibility of running a client workshop with the FM Group. This will become the first priority with a view to running an event as soon as practicable.
- Action Sustainability to investigate the potential to get involved with other working groups, such as the Crown Commercial Service (CCS) and other government departments.
- Pharma/healthcare is a sector which procures a significant amount of FM services, and equally could benefit significantly from a more centralised approach. With this in mind a specific pharma supplier day or workshop would be of benefit to the group.
- Partners to investigate contacts with NHS trusts to see if there is potential/demand to do this. L H-D and CR have key contacts here.
- Action Sustainability to develop a brief for ‘how we want to engage’ with working groups and large organisations such as the NHS.
- The client engagement activities will benefit from lead input via a partner in the School. As the organisation with the most client experience it was felt that Lucy Hind from Covance would be the best placed person in the group for this. MT to engage with LH to ask if she is happy to do this.

5. **Key Suppliers**

A group exercise was undertaken to go through the lists of key (high spend/volume, and typically likely to be considered in PQQs and ITTs) suppliers supplied by partners to MT to date. The draft

list was assessed and 60 suppliers were identified by the members of the group. The intention is for this list to form the backbone of the invitee list for a Key Supplier Day to be organised ideally during October/November 2016.

- MT to circulate the list of 60 to the wider group.
- Partners to review this list and circulate back with any key additions they wish to make.
- IH and DF to draft an engagement letter to send to this key list to ensure they attend the event
- Partners to ensure that the list contains the contact details of account managers as it is felt that these people will be most likely to attend the event.

6. Progress on Special Interest Groups

There was general approval for the new special interest groups.

- Partners to let AS know if they would like to be involved in any of the new leadership groups.

7. Focus on Supply Chain Carbon Reduction

The School will be running a carbon reduction month in due course as carbon reduction is still seen as one of the key objectives of more sustainable business.

- AS to feed back to leadership group on this in due course.

8. Maturity matrix

This is still in development, and will be progressed via the Operations Group before a board approval.

9. Any Other Business

Wates Group has expressed an interest to join the group.

- AS to engage with Wates and invite them to the next leadership group meeting
- At the invitation of food supplier Bidvest there is an opportunity to link to the Plate2Planet web resource, focusing on sustainable food supply. This could be of significant benefit to the School and complement the existing new food and catering e-learning module (N.B. The food/catering e-learning module was approved for release during this meeting).
- MT to engage further with Bidvest and investigate potential for linking these resources to the School.

10. Date of Next Meeting

The next meeting is scheduled for the 7th September 1pm-3pm, location tbc.