

Attendees: Alison Bettany (EMCOR), Ursula Cooper (AS), Mark Turner (AS), Chris Allen (Heathrow), Amelle Mestari (Bouygues), Alexandra Doherty (ENGIE), Sara Tome (Bouygues), Cathy Berry (Action Sustainability), Howard Coney (Kier), Terry McFadden (Wates), Lizzie Rendell (Skanska).

1. Introductions and Welcomes

Each of the group introduced themselves.

2. Operational Update, Mark Turner - key stats

Mark Turner gave an overview of the latest KPI's and targets. Broadly these are going well, but partners would like more visibility on use of individual resources etc to inform any actions they need to take.

Actions:

- ✓ UC to get in touch with Partners who have not yet given their priority supplier lists to the group
- ✓ MT to relate back to School that Partners would like to have functioning dashboards ASAP.

3. Operational Update, Mark Turner - events

Last formal workshop slot available until March 31st 2018.

Action:

- ✓ Partners to get in touch if they would like to host a workshop for their suppliers before this date
- ✓ N.B since the meeting a date has been agreed to hold a workshop on the Circular economy, to be hosted by Engie at Canary Wharf, London on Weds 21st March 2108 9am-1pm. Wider partner input is very welcome for this event
- ✓ However if partners have other topics they would like to propose for workshops this FY there is still the possibility of finding budget to run these. Please contact MT with any initial proposals or ideas.

4. E-learning module development

Mark Turner gave a brief overview of the potential for waste e-learning module/s. After consultation with the nominated waste e learning subgroup it had become apparent that waste is too broad a topic to fit into one module. A decision has therefore been provisionally taken by the nominated waste e learning subgroup to propose content at three levels.

- Level one (to be completed by Christmas 2017) A short "toolbox talk" style video/animated piece, primarily aimed at Operatives in FM
- A more typical format e learning module aimed at managers with responsibility for waste and covering topics such as duty of care, sustainability (including effective use of the waste hierarchy), legislation, client needs etc
N.B. This module will be developed when funds become available

- A module covering Process Change in resource management, aimed at those responsible for achieving such objectives
N.B. This module will also be developed when funds become available.

Agreed:

- The FM Group agreed that this they are happy to support this route
- MT also mentioned that other topics might also emerge for e learning development, including Energy Management which has already been proposed by Engie. The Group must remain aware of this during discussions about the content of the 2018/19 FM Business Plan.

5. Social Value action planning;

- a. Supplier day
- b. Workshop hosting
- c. Comms

Social value is being well covered during the quarter, including the development of the Social Value by Design document, a planned Social Value workshop, and the Social Value/FIR Supplier Day on 21st November.

POST MEETING NOTE: This event was well received with 86 attendees from an acceptance list of over 200. This level of drop off without notice is frustrating as it affects resource planning (only a small proportion actually formally cancelled), but the event was nonetheless successful.

Actions:

- ✓ MT to provide a link to Social Value by Design document when sending out meeting notes

6. Sustainable Procurement quarterly theme

The Group was encouraged to start the discussion on how to take forward the final FM Supplier day for 2017/2018. This is planned for Leeds in March 2018 and has a proposed theme of Sustainable Procurement. As a starting point, MT suggested that an agenda looking at the impact of, and opportunity to influence beneficial outcomes through, sustainable procurement by all parties in the FM value chain might be a good starting point. It will be particularly important to engage our Client Partners and other clients to ensure a successful day.

7. Business planning, ALL

A group exercise was conducted to start to consider the Group's approach to next year's business plan.

The first round of Comments will be circulated separately.

Actions:

- ✓ PP to send FM group a list of who he is approaching to be Partners of the School, so that the FM group can also approach these people to encourage them to join

8. AOB

- ✓ UC to provide a document that shows the most viewed resources in the FM sector for information.

Next meeting takes place on Tuesday 9th January, venue TBC