

Date: Tuesday 13th November 2018 – 10.30am – 12.30pm – Albert House, 256 – 260 Old Street, London, EC1V 9DD

Attendees: Sarah Pratt (*Barratt Developments*) – Chair, Laura Boccadamo (*Berkeley Group*), Rob McDiarmid (*Redrow*), Sophie Nixon (*Barratt Developments*), Ian Heasman (*Taylor Wimpey*), Cara Palmer (*Wates*), Dave Benson (*O’Neill and Brennan*), John Dwyer (*Telford Homes*), Nick Lovell (*Tobermore*), Emma-Jane Allen (*Supply Chain School*), Robyn Kelly (*Supply Chain School*), Becky Bryant (*Supply Chain School*)

Apologies: Patrick Guest (*Arnold Laver*), Andrew Sharpe (*Grosvenor*), Joan Meakin (*Taylor Wimpey*), Martin Dick (*Robertson*), Jenny Herdman (*HBF*), Rob Worboys (*Lovell*), Martin Gettings (*Canary Wharf Group*), Richard Bayliss (*CITB*), Rob Worboys (*Lovell*)

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

- ✓ **Robyn Kelly** was introduced to the Group as the new Knowledge Manager for the Supply Chain Sustainability School

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:

- **Partners to:**
 - Respond to the diary invitation for the Modern Slavery hot spotting workshop on 20th November – *Complete*
 - Confirm if they can support the Cardiff Breakfast briefing and how– *Ongoing*. *Wates, Lovell and O’Neill and Brennan have confirmed they will speak at the event. Other Partners to support through marketing to contacts and supply chains.*
 - Attend the Partner workshop on 27th November in London if they wish to share their ideas / feedback in relation to the development of the web platform. Calendar invite was sent by EJ and Hilary Hurrey.
- **Supply Chain School to:**
 - Meet with CIRIA to discuss collaborative working – *Outstanding*. *Emails have been exchanged, but no response to date from CIRIA. Sarah Pratt is following up*
 - Confirm a partnership agreement with the HBSP – *Complete*

- Circulate feedback from the Infrastructure School's "Low Carbon Concrete" briefing – *Complete*
- Share the tick box sustainability matrix to ensure all is up to date – *Complete*
- Consider speaking opportunities for Tobermore – *Ongoing. EJ and Nick have engaged and will pinpoint potential events*
- Review the priority supplier tab and map out how long each Partner has been signed up to the School to understand trends – *Outstanding.*

Emerging Action:

- **School** to confirm final Breakfast Briefing for March and issue event invitation to the Group

Proposals for Category Groups and SIGs Update

Waste Category Group:

- The proposal was submitted by Lovell to the Homes group for comments – no comments received to date, so all agreed the proposal to sent to the Board for consideration as it stands
- This has been a popular topic across the Leadership Groups and there is a lot of positive feeling towards its formation
- Proposals will be submitted to the Board on 20th November
- EJ highlighted that should this group go ahead, key stakeholders already working / planning to work in a similar area would be encouraged to participate in the group e.g. HBF, UKGBC. There is no desire to duplicate other workstreams.

Electric Vehicles SIG:

- The proposal submitted by Taylor Wimpey was submitted to the Homes Group for comments – no comments received to date. All agreed to send any final comments on 13 November, after which the proposal would be sent to the Board for consideration
- EJ highlighted that should this group go ahead, key stakeholders already working / planning to work in a similar area would be encouraged to participate in the group e.g. HBF, UKGBC. There is no desire to duplicate other workstreams.
- Additional discussion was held around whether the School website was the best platform for any potential resources to be published on – this would be investigated if the SIG was agreed and implemented by the Board

Biodiversity NetGain SIG

- Taylor Wimpey developed a proposal around this which has been sent to Biodiversity expert, Julia Baker (Balfour Beatty) to review / comment on.
- The Group was provided with an update that CIRIA guidance (fed into by Barratt Developments and Berkeley Group) would be published at the end of November
- If agreed by the Board, this SIG would need to review that document and look to fill in any gaps or support it, as opposed to "beginning again"
- EJ highlighted that should this group go ahead, key stakeholders already working / planning to work in a similar area would be encouraged to participate in the group e.g. CIRIA, UKGBC. There is no desire to duplicate other workstreams.

- Once feedback has been received, this will be submitted to the Board for consideration. Some partners did not feel this was a priority area for them due to significant work already been undertaken in this area within their businesses.

4. Business Planning for 2019 – 2020 (April 2019 – March 2020)

The remainder of the meeting was devoted to business planning for the forthcoming 2019 – 2020 financial year. The Group was provided with a brief overview of the School's 2020 vision and funding structure to help steer / assist with this process (*full information can be found within the slides issued as pre-read*), together with the timeline for the business planning process.

The remainder of the meeting was a facilitated workshop that aimed to capture what Homes Partner businesses would like from the School in 2019-20, through open discussion and sharing of ideas.

Exercise 1 – the room split into 4 groups, with each group spending time considering 4 key areas as detailed below, with all feedback captured.

Consideration 1: Current Activities

MORE of:

- ✓ Designers, ensure materials fit for purpose
- ✓ Keep up engagement with designers to ensure looking at designing out waste
- ✓ More commitment at breakfast briefings
- ✓ Better APP
- ✓ Homes partners (including packaging suppliers, housebuilders, RSLs)
- ✓ Shorter e-learning
- ✓ Tangible outcomes from collaboration
- ✓ Engaging local authorities

SAME of:

- ✓ Breakfast briefings
- ✓ Partner engagement
- ✓ Building the brand
- ✓ Engaging designers – keep up engagement as already 300 members. How to design out waste?

STOP:

- ✓ Fewer emails to partners
- ✓ Are the assessments too time consuming? A bronze can drop to a member very quickly. Can they maintain status another way?

Consideration 2: Opportunities

- ✓ Single use plastics in housebuilder supply chain
- ✓ Sharing best practice
 - Organisational change – how to do this / successes
 - Products and technologies
- ✓ Inspiring the supply chain
- ✓ Targeting leadership or key drivers of change in each organisation

- ✓ Championing eco-innovation
- ✓ More HOW to
- ✓ More manufacturer engagement
- ✓ Engage with councils
- ✓ Issues
 - Indoor air pollution
 - Community engagement
 - Overheating
 - Placemaking and community wellbeing
 - Smart homes / internet of things / automation
- ✓ Tap into external out of industry events e.g. PRIDE, FIR

Consideration 3: Threats

- ✓ Payback for engagement - need to capture and highlight success stories
- ✓ Myopic - not just environment
- ✓ Skills shortage / quality
- ✓ Embrace MMC or Not?
- ✓ Brexit and market sentiment
- ✓ Demand on partners, do they have capacity?
- ✓ Fake news / climate change
- ✓ Broaden responsibility beyond sustainability team. Email overload to partners.
- ✓ Educational attainment needs linking to solution implementation
- ✓ Economic downturn – reduced membership

Consideration 4: Creativity – what could we do that is new / different?

- ✓ Webinars
- ✓ Charters / commitments
- ✓ Prove improvements in key sustainability levels, linked to members levels
- ✓ More manufacturers engaged
- ✓ Drive best practice
- ✓ More engagement around best practice case studies (both members and partners)
- ✓ Rewards
- ✓ Create products to showcase eco-innovation page
- ✓ Target smaller suppliers
- ✓ Help set standards
- ✓ Awards ceremony
- ✓ Client challenge / competition – how can supply chain help address this
- ✓ Parachute into high risk / high impact supply chain
- ✓ Engaging plastics/ packaging supply chain
- ✓ Highlight sector challenges that need solving

The group fed back on the above discussions, and suggested actions to address key areas were agreed as below. Each representative organisation was then provided with sticky dots to indicate their top 10 priority actions. Summary of priority actions, as voted by organisations, as below

Key priority actions (numbers correspond with how they have plotted on the ease / impact chart)

- Run webinars (11)
- More Homes partners (4)
- Develop case studies and best practice hub (7)
- Demonstrate value to partners in terms of time money - share achievements / impact (13)
- Engaging with manufacturers / developing the business case for them to be partners (8)
- Driving impact / member engagement (1)
- More tangible collaboration outcomes (3)
- Engaging packaging suppliers (6)
- Awards ceremonies, and recognition for partner engagement (18)
- Educational attainment needs linking to solutions implementation (16)

The above actions were then plotted on the ease / impact grid as per the attachment circulated with the notes.

Other actions noted, but not prioritised:

- More design relevant resources – ask designers what we need / what they need / what is relevant
- Build the brand
- Smarter web platform to avoid overloading partners
- Engagement with key stakeholders e.g. local authorities (e.g. via School events)
- Engage with HBSP
- Engagement with innovation managers
- Tailored workshops to partners supply chain on specific issues to really impact a key sustainability issue

Actions:

Supply Chain School to:

- Share feedback from the Board on the above priorities
- Produce high level draft business plan based on the outcomes of the discussions above, and send to Leadership Group before Christmas for initial comments / feedback

Key Group Comment: The key is to focus, don't try to tackle everything – “do less, better”

5. AOB

No AOB was raised

6. Close

Date of Next Meeting: Wednesday 23rd January – 10.30am – 12.30pm

Location: Barratt Developments, Kent House, 14 – 17 Market Place, London, W1W 8AJ