

Date: Wednesday 4th May 2016, 9:30am – 12:30pm

Attendees: Graham Edgell (Morgan Sindall), Alan Webb (Fusion), Graham Arden (Skanska), Randall Ffrench (Sir Robert McAlpine), Scott Dutton (HOCHTIEF UK), Phil Wright (WP Group), Steve Hanscombe (Francis Flower), Tracey Fogg (Laing O'Rourke), Brain Downes (Aggregate Industries), Chris Hopkins (Kier), Ian Nicholson (Responsible Solutions), Danielle Bistacchi (Action Sustainability), Rosie Watts (Action Sustainability),

Apologies: Leila duToit (HS2), Aidan Franks (Costain), Emma Jane Allen (Action Sustainability), Shaun McCarthy (Action Sustainability), Dawn Love (Taylor Woodrow), Faye Hodgkinson (Morgan Sindall), Andy Swain (Tarmac), Chris Broadbent (BRE), John Hannan (VGC), John Hutton (BAM Nuttall), Mick Jennings (Balfour Beatty), Dawn Love (Taylor Woodrow), Martin Gee (UU), James Murnaghan (National Grid)

Summary of key recommendations to the School Board:

1. The group is supporting the development of the BIM, Social value through design and Apprenticeship levy Special Interest Groups.

Meeting notes:

1. Introductions and Welcomes

Steve Handscombe (Francis Flower), Phil Wright (WP Group) and Alan Webb (Fusion) were welcomed to the group

2. 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:

- ✓ The development of a new dashboard for the Infrastructure group has been logged with the School's software developers, but other development work takes priority

Actions:

- Graham Edgell as Chair to contact those who haven't attended and reinforce the importance of attending the group meetings to ensure the development of the School and the groups 2016 / 2017 ambitions are met

3. General School update

An update on the Schools current performance was reported. Further details can be found in the Partner update email sent by EJ

Board Results

The results of the recent Board elections have been announced, the successful candidates are:

- Kieran Brocklebank, United Utilities
- Shamir Ghumra, BRE

- Caroline Johnstone, Galliford Try

Actions:

- Group to provide suggestions and put forward colleagues they believe should be a part of the Welsh leadership group. The first meeting is being held in Cardiff on the 19th May.

4. Priority Suppliers

The Group discussed what type of suppliers they should be targeting to engage with the School.

Agreed:

- ✓ All lists should be updated every 12 months so the School has the most up to date contact details
- ✓ The length of these lists will depend on the priorities of individual partners. However It is anticipated that this list should be around 250 companies as this gives a manageable number of contacts for the School to focus on this year
- ✓ Fusion and HOCTIEF have agreed for their priority supplier lists can be used to market future Infrastructure supplier days and workshops.

Actions:

- Partners to send updated lists to EJ (emma-jane.allen@supplychainschool.co.uk)

5. Supplier Days

There are four supplier days scheduled in this year's budget, the first event of this financial year is taking place on the 23rd June in Derby.

Infrastructure supplier day 23rd June

Agreed priorities:

- ✓ A revised standard format for all supplier days has been developed by Ian Heptonstall and Ian Nicholson. The new agenda contains fewer presentations and more interactive sessions.
- ✓ Topics discussed should include a social and economic focus in addition to environment.
- ✓ Breaks and dialog time are essential
- ✓ There will be more follow up with attendees after events to retain engagement

Agreed:

- ✓ HS2 would be the best suited to speak at the Infrastructure supplier day as they have a wider impact on utilities and regeneration in contrast to Network Rail.
- ✓ Rolls Royce could be approached to speak if HS2 cannot attend, as they are based in Derby

- ✓ Social Value speaking topic could be extended to cover different aspects such Women in Construction or Apprenticeships but from a client's perspective.
- ✓ The journey of member should be promoted rather than selling the school – preferably a gold member of the school to represent how they have progressed
- ✓ Issues with innovation is mainly revolved around tendering – how suppliers tender is a barrier and should be addressed as a topic
- ✓ A designers perspective should be considered for a potential speaking slot
- ✓ Aggregate Industries to potentially speak on how innovation has developed their sustainability agenda within materials market
- ✓ The Innovation bootcamp in the afternoon will be used to launch the Materials Group. The format of this session will be planned by the Materials Group separately.
- ✓ Partners to send key colleagues to attend and facilitate tables at the event. It is important to ensure that there is a partner on every table in the room. This requires a minimum of 15 partner contacts need to attend
- ✓ Themes for 1st roundtable discussion: circular economy, embodied carbon, removing barriers to innovation, design.
- ✓ Themes for 2nd roundtable discussion: Modern Slavery, Apprenticeships, local procurement, community benefits

Actions:

- Fusion to secure a speaker for the first speaking slot.
- Graham Edgell to provide speaker and confirm the details with Ian Nicholson
- Brian Downes to provide speaker to discuss innovation within materials sector
- Ian Nicholson to contact HS2 for involvement with the supplier day.
- Partners to contact EJ with the names and details of all colleagues who are attending and if they are available to facilitate a table or be on the Q&A panel

Other Supplier Days

There is a commitment for the School to run four Infrastructure Supplier Days by 31st March 2017, plus the possibility to collaborate with the Offsite Management School on two more. The Group were reminded that the approach in relation to supplier days has changed from the 'lead partner' approach last year to a more sector or project focussed approach. Suggestions for the other supplier days were:

- ✓ Water focused supplier day (potentially Wales bases- Welsh Water)
- ✓ Scotland – possibly focussed around the Edinburgh to Glasgow Improvement Project initiative or Transport Scotland
- ✓ Energy Island Anglesey
- ✓ Highways – possibly focussed on M4 Corridor
- ✓ Rail Supplier Day – focus on learning from Crossrail
- ✓ Sustainable Aviation – Transport day

The group agreed that there may only be potential to host one supplier day in collaboration with the Offsite School due to the possibility of it excluding certain SME's within the supply chain.

Actions:

- Ian Nicholson to discuss with Tracey Fogg the potential for Laing O'Rourke to host the Offsite Supplier day at their manufacturing offices in Worksop
- Ian Nicholson to discuss Supplier Day programme with the Events team.

6. Infrastructure Group Priorities

It was agreed that the School needs to:

- ✓ Engage more with supply chains
- ✓ Engage with the design sector in order to get more designers involved.
- ✓ Raise the Infrastructure group profile outside of the school.
- ✓ Ensure that resources within the Construction school are being promoted to the Infrastructure members in an attempt to encourage members to join the Infrastructure school.

Member Survey Results

A survey was sent out to all members on the 28th March 2016. The purpose of the survey was to understand what subject areas and topics the Schools current members wanted the School to focus on. The top priorities identified in the survey are:

1. Sustainable Procurement
2. Apprenticeships
3. Modern Slavery
4. BIM
5. Environmental Management
6. Materials

The results of this survey will help feed into the development of the School's workshop programme this year and to ensure the School is meeting the training needs of the members.

Partner Survey

The partner survey was sent out to all partners who sit on the Infrastructure Leadership Group, however just 11 organisations had completed the survey. According to this survey the priority areas are as below:

1. Sustainable Infrastructure
2. Materials
3. Energy & Carbon
4. Sustainable Procurement
5. Employment, Skills & Ethics

All agreed that social issues such as Modern Slavery, apprenticeships, FIR are also a priority for the group.

7. Workshops

There is a commitment for the School to deliver 12 Infrastructure workshops by the 1st April 2017.

Agreed:

- ✓ The budget for events now extends to delivering training sessions for partners own internal staff
- ✓ No budget for venues – reliance on Partners to provide venues at no cost

Actions:

- Partners to contact Danielle if they have any offices that would be suitable to host School training workshops (a room for 20+ people)

8. Materials Group

An update on the Materials group was provided. The key themes of the group are:

- ✓ Promote circular economy thinking
- ✓ Promote innovation and remove barriers to
- ✓ Focus on streamlining main contractors delivery requirements (including packaging)
- ✓ Smarter exchange of surplus materials (on the ground challenges)

Actions:

- Ian Nicholson to circulate the Terms of Reference to the group (Attached with these minutes)

9. Special Interest Groups

Ian Nicholson gave an overview of the process for deciding the new SIG's for the new financial year. The purpose of these groups is to work on cross cutting issues that do not fit logically into a sector group. Unlike sector groups, these groups are not permanent and will focus on a single issue.

There have been five SIG's proposed so far by other groups:

1. BIM L2
2. Offsite overlay to RIBA plan of works
3. Social Value through design
4. Carbon Management
5. Apprentice Levy

The group voted on the relevance of each of the three SIG's to the Infrastructure industry. There was a unanimous consensus that the group will recommend the following three SIG's to the Board for approval:

1. BIM L2
2. Social Value through design
3. Apprentice Levy

Action:

- Partners to send through any other ideas for SIG's to Danielle via email

10. Closing comments from Chair

The top priorities for the group should be as follows:

- Partners to send through their priority supplier lists to ensure the School has enough contacts to invite to supplier days and workshops to make them a success
- Partners to ensure they get involved with the supplier days and send suitable colleagues along to ensure there is ample representation.
- Partners are encouraged to get involved with the Welsh Leadership Group and Materials Group
- The School needs to take advantage of opportunities to engage with clients and the secretariat should contact the current client partners to ensure their involvement within the group

Next meeting: Ian Nicholson to liaise with Graham Edgell to find suitable dates for meetings and circulate these to the group. It was agreed that the meeting will be bi – monthly and scheduled for the rest of the year.