

**Date:** Wednesday 20<sup>th</sup> July 2016 – 9:30 – 12:30

**Attendees:** Graham Edgell (Morgan Sindall – Chair) – Ian Nicholson (Supply Chain Sustainability School – Secretariat), Helen Carter (Supply Chain Sustainability School); Alan Webb (Fusion); Scott Dutton (Hochtief); Paul Paddick (Carillion); Graham Arden (Skanska); Gary Young (Galliford Try); Paul Paddick; Chris Hopkins (Kier); Dean Chrisp (Highways England); James Callaghan (VGC Group); Andy Swain (Tarmac)

**Apologies:**

James Lees (Bam Nuttall); Richard Thompson (Carbon Action Limited); Vanessa Mallia (Supply Chain Sustainability School); Brian Downes (Aggregate Industries); Rachel Beech (Balfour Beatty); Mick Jennings (Balfour Beatty); Roger Venables (Ceequal); Aidan Franks (Costain); Martin Orrells (Costain); Leila du Toit (HS2); Tracey Fogg (Laing O'Rourke); James Murnaghan (National Grid); Randall Ffrench (SRM); Brian Handcock (Sisk); Edward Warner (Taylor Woodrow); Martin Gee (UU); Bayard Morales, Darren Borrás, Harriet Phillips (The WP Group); Phil Wright (Airport Energy); Shaun McCarthy (Supply Chain Sustainability School)

**1. Update on previous actions:**

The meeting notes were accepted by the group and no actions were outstanding

**2. Introductions**

Graham welcomed Dean Kerwick-Chrisp from Highways England and Helen Carter (Sector Manager) from the Supply Chain School to the group. Vanessa Malia was also introduced and will be supporting the group. She was not at the meeting but will be attending the meeting on the 7<sup>th</sup> September 2016.

**3. Special Interest Groups**

It was felt that promotion of the special interest groups had been limited and had not reached a wide enough audience.

**Action**

- ✓ Helen to send details from both SIGs to the group
- ✓ Group members to contact Helen and Alex if they would like to add someone from their organisation to the group – [helen@supplychainschool.co.uk](mailto:helen@supplychainschool.co.uk) and [alex@actionsustainability.com](mailto:alex@actionsustainability.com)
- ✓ *Helen circulated terms of reference for both groups, current organisations represented and future dates with the group notes*

**4. Performance Dashboard**

The school dashboard was presented to the group. Supplier List numbers were reviewed and the group agreed that we need to ensure we have the most up to date supplier lists submitted from all partners to maximise the effectiveness of the supplier days and workshops. Group attendees were asked what information they wanted to see as part of the dashboard review and the general response was infrastructure specific data – such as number of active companies etc and some analysis of the use of e-learning modules and key themes

**Action**

- ✓ Helen to construct Infrastructure specific data and present at the next group meeting
- ✓ Galliford Try have submitted a list to Danielle – Helen to confirm receipt.
- ✓ The group need to ensure that they have submitted their priority lists - Graham will write to all the partners about the lists

**5. Supplier days**

A discussion was held in relation to the purpose and required outcomes from the supplier days. It was felt that they need to focus on engagement and deliver specific outcomes such as business readiness or enhanced awareness or knowledge. They could be used to drive a client agenda or focus on specific themes – no longer just about promoting the school.

An overview of future days and themes was also undertaken with a view to agreeing the themes for the last 2 supplier days planned for this financial year

**Actions**

- ✓ 20<sup>th</sup> September will follow the revised principles of supplier days – Helen to update the group on the development and outcome requirements from the Highways England Supplier Day
- ✓ The group agreed that the remaining supplier days would be:
  - a. November – Sustainability and the Nuclear Sector
  - b. February – Evidencing sustainable outcomes for Rail Projects
  - c. Helen to create a sample agenda for each and present at the next leadership meeting

**6. Resources**

The group discussed up and coming e-learning modules and potential toolbox talks. The toolbox talk relating specifically to FM was questioned in terms of overall school relevance

**Actions**

- ✓ The group would like to include an e-learning module on – PAS2080 focussing specifically on SME readiness – Helen to discuss with Hilary in order to determine if we can add this to the list
- ✓ Helen to review the FM toolbox talk content and feedback to the leadership group in September

**7. AOB**

Next meeting details:

Date: Wednesday 7<sup>th</sup> September 2016

Time: 9:30 – 12:30

Location: Marshalls Design Space, Unit 4 Compton Courtyard, 40 Compton St, London, EC1V 0BD

**Helen Carter**  
**Sector Manager**