

Date: Monday 14th November 2016, 9:30am – 12:30pm

Attendees: Graham Edgell (Morgan Sindall), Alan Webb (Fusion), Tracey Fogg (Laing O'Rourke), Scott Dutton (HOCHTIEF UK), Ian Nicholson (Responsible Solutions), Helen Carter (Supply Chain School), Vanessa Mallia (Supply Chain School), Shaun McCarthy (Supply Chain School), James Callaghan (VGC), Paul Paddick (Carillion), Dean Chrisp (Highways England), Richard Baker (Interserve Const), Graham Arden (Skanska), Jan Simpson (Colas), Ian Innes (Hanson), Richard Thompson (Francis Flower), Stewart Struthers (Colas), Susan Schnadhorst (Osborne), Eibhlin Flynn (Danny Sullivan group), Paul Paddick (Carilion), Jhn Hutton (BAM Nuttal), Roger Venebles (CEEQUAL), Gary Young (Galiford Try).

Apologies: Leila duToit (HS2), Aidan Franks (Costain), Dawn Love (Taylor Woodrow), Faye Hodgkinson (Morgan Sindall), Brian Downes (Aggregate Industries), Phil Wright (WP Group), Jeremy Sparkes (Galiford Try), Randall Ffrench (Sir Robert McAlpine), Steve Hanscombe (Francis Flower), Chris Hopkinson (Kier), Steve White (HOCHTIEF), Shawn Gubbin (Taylor WoodRow), Martin Orrells (Costain), Andrew Swain (Tarmac), Emily Hamilton (Grosvenor).

Meeting notes:

1. Introductions and Welcomes

We had a number of old and new faces attend this Infrastructure meeting, so we began this session with a quick introduction of names and titles.

2. Review of the last minutes

Minutes from the last meeting were agreed and an update was provided to the group. All actions have been completed.

3. Operational update

Overall the school is currently on schedule to meet its active member's target. However our Infrastructure school is slightly behind with active users, assessments and reassessments.

2016/17 Deliverables

	Const	FM	Homes	Infra	Offsite	Entire School	Monthly movement
Active members	1,496/1,500	312/500	500/500	236/750	355/500	2,192/3,500	+312
Supplier days	2/4	2/4	2/4	2/4	2/4	10/20	+1
No. attending supplier days	242/400	177/400	220/400	172/400	188/400	935/2,000	+74
Workshops	10/15	7/10	6/15	6/12	7/10	36/60	+6
E-learning downloads	--	--	246/650	--	--	3,426/1,500	+393
E-learning (new)	0/1	1/2	0/2	0/1	1/1	6/10	+3
Toolbox talks	0/1	0/1	0/1	0/1	n/a	0/4	0
Assessments	403/600	81/250	104/250	51/375	59/250	789/1675	+119
Re-assessments	217/200	12/100	34/100	10/100	9/100	281/600	+43

Actions:

- **Steering group** to send over their strategic supply chain to Vanessa

(Please note that we did discuss creating one huge master list, made out of the existing supplier lists we have received that would then be shared with the Infrastructure steering group for them to tick off or amend. Unfortunately due to the Data Protection Act we are unable to share these lists with you, it would also affect what would be uploaded to your individual dashboard, which would subsequently affect how you view your supply chains performance).

4. Supplier days and workshops

Our latest Supplier Day (September) and Modern Slavery workshop (October) evaluations were presented in a short PowerPoint presentation. It gave overall campaign analysis, registration numbers, marketing, social media analytics and feedback. It has been agreed that all supplier days will now be evaluated using this process.

5. PAS2080/ Carbon Management e-learning module

Our latest version of the Carbon Management script was circulated prior to the meeting with a list of key questions. Some topics that were discussed included: covering a chapter from a site perspective, and creating a glossary or terms of reference to ensure its accessibility to all levels of employment.

Actions:

- **Steering Group**-Any comments on the storyboard to be sent to Ian N
- **Steering Group**- If anyone would like to be filmed or offer their office to film in, please contact Ian N
- **Vanessa** to share Shaun's SME guide

6. Business planning

In this session, we evaluated the 7 new objectives for 2017. The notes from this session are to be shared with you shortly.

Actions:

- **Vanessa** to write up post stick notes responses to each topic and share with the group
- **Partners** to review the feedback and inform Vanessa of any changes, additions or comments by end Friday 25th November 2016

7. AOB

Actions:

- **Steering Group** to contact Helen or Vanessa if they would like to complete or nominate a supplier for a case study
- **Vanessa** to share New Business update with Steering Group