

Date: Wednesday 8th March, 9:30am – 12:30pm

Attendees: Graham Edgell (Morgan Sindall), Scott Dutton (HOCHTIEF UK), Ian Nicholson (Responsible Solutions), Helen Carter (Supply Chain School), Vanessa Mallia (Supply Chain School), Shaun McCarthy (Supply Chain School), Paul Paddick (Carillion), Roger Venebles (CEEQUAL), Susan Schnadhorst (Osborne), Eibhlin Flynn (Danny Sullivan), Duncan Adam (HOCHTIEF UK), Gareth Evans (Costain), Matthew Allen (COLAS), Mike Lindsay (COLAS), Richard Baker (Interserve), James Callaghan (VGC Group), Tom Brenchley (Lundy Projects), Suzanne Jacks (Ranstad CPE), Tim Hall (Total Flow).

Meeting notes:

1. Introductions and Welcomes

- ✓ Our Chair- Graham Edgell, began this session explaining the business planning objectives of the meeting.
- ✓ Highlighting the importance of partners full participation
- ✓ Going forward the format of the meetings will change to focus on key themes and leadership positioning within the industry

2. Operational update

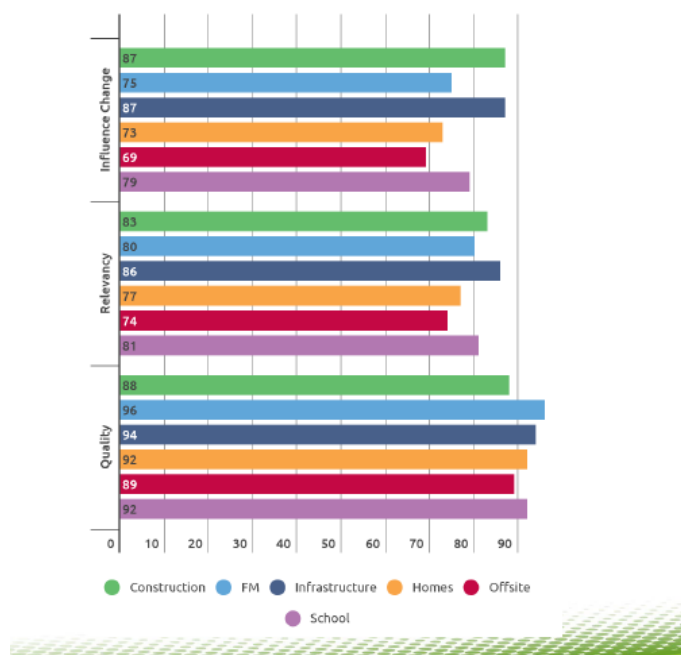
- ✓ Overall the school is currently on schedule to meet its active member’s target.
- ✓ Our Infrastructure school is slightly behind with active users, assessments and reassessments.
- ✓ However the school’s overall targets have increased around 70% from the previous years’ figures.

2016/17 Deliverables

	Const	FM	Homes	Infra	Offsite	Entire School	Monthly movement
Active companies	1,981/1,500	444/500	765/500	334/750	544/500	3,002/3,500	+251
Supplier days	3/4	3/4	4/4	2/4	3/4	15/20	+1
No. attending supplier days	362/400	291/400	428/400	172/400	302/400	1,555/2,000	+134
Workshops	15/15	8/10	11/15	13/12	8/10	55/60	+4
E-learning downloads	--	--	503/650	--	--	4,647/1,500	+463
E-learning (new)	0/1	1/2	2/2	1/1	1/1	9/10	+3
Toolbox talks	1/1	1/1	1/1	1/1	n/a	4/4	+4
Assessments	647/600	109/250	129/250	76/375	84/250	1,045/1675	+87
Re-assessments	294/200	22/100	40/100	26/100	17/100	399/600	+42

- ✓ Additionally we have received exemplary feedback on our supplier days and feedback forms.
- ✓ Below the graph reflects that the Infrastructure group has some of the highest scores compared to other sectors and the overall school figure.

Quality of Learning - workshops



- ✓ Since the last meeting , we have welcomed the following new Partners to the supply chain sustainability school: **COLAS, Volker Wessels, and Welsh Water.**
- ✓ Our 'One School' website development project is still on-going with a provisional launch date of the 21st March 2017.
- ✓ Separate communications will be sent over once this date has been confirmed.
- ✓ Full briefing and dashboard training will be provided in the next meeting in May.

Actions:

- ✓ **Helen/Vanessa** to send over screen shots of new One School WebPages and communications once launch date is officially confirmed
- ✓ **Helen/Vanessa** to present dashboard training in our next Infrastructure meeting in May
- ✓ **Partners** to review their current dashboards and come prepared with any questions at the next meeting
- ✓ **Partners** to send over any ideas or interest to Vanessa if you'd like to host a workshop or supplier day in Wales

3. Supplier day

- ✓ A summary of the Infrastructure 'Measuring and Managing Rail Sustainability' supplier day on the 15th Feb was presented to the group, with key figures, registrations, delegates, and feedback included.
- ✓ A copy of this can be found in the pre-agenda.

Actions:

- ✓ **Vanessa** to present a list of organisations who didn't attend events
- ✓ **Partners** to contact list of organisations who are in supply chains re non attendance

4. Business planning for 2017/2018

- ✓ Partners reviewed the 2017/2018 business plan proposal objectives and targets, which was sent out prior to the meeting.
- ✓ The group then split into teams to review the following documents, making notes or comments for review before the plan is officially approved and implemented.

Actions

- ✓ **Helen** to consolidate the feedback from the partners and issue the final action plan along with a summary of partner specific requirements
- ✓ **Ian Nicholson** to provide alternative objectives and targets for the section focusing on the materials group

5. Workshops and Supplier days

- ✓ Partners reviewed the supplier day and workshop themes plan for 2017/2018.
- ✓ The plan allows the group to contribute to hosting workshops and supplier days and allows the school to pre plan content, e-learning modules and appropriate resources for email campaigns and key messages over the year.

Actions:

- ✓ **Graham** to contact the partners to request engagement and feedback in relation to hosting and determining workshop and supplier day requirements
- ✓ **Partners** to contact Vanessa if they are able to host any of the workshops or would like to be involved with any supplier days
- ✓ **Costain** to confirm if they can support the Nuclear supplier day in September
- ✓ **Carillion** to confirm if they can support the A40 supplier day in December
- ✓ **Carillion/Skanska** to confirm if they can support the HS2 JV supplier day in March 2018

6. Engagement plans

- ✓ Helen currently has availability in April and May to host an engagement workshop/introduction to the school for any Partners.

Actions:

- ✓ **Partners** to contact Helen for availability if they wish to set up an engagement plan session to set organisational requirements from the school

7. Future leadership groups

- ✓ The School has decided to amend the format of future leadership group meetings to fit Partner requests.
- ✓ The leadership group has brainstormed the requirements from future meetings and the thoughts were collected from the groups

Actions:

- ✓ **Helen/Shawn** to translate the output from the groups into future leadership group meetings and circulate to group for input

AOB

- ✓ We are currently looking for a venue to host the next Infrastructure steering group meeting on the 10th May 2017 and the rest of the leadership group meetings throughout the year

Actions:

- ✓ **Roger** to confirm with BRE if they are able to host the May meeting. Please confirm with Vanessa
- ✓ **Richard - Interserve** to confirm they can host the meeting on the 12 July 2017
- ✓ **Partners** to contact Vanessa with potential opportunities to host meetings on the 13th September 2017 and 15th November 2017