

Date: Tuesday 23rd February 2016, 11am – 1pm

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Emma-Jane Allen (Action Sustainability), Mark Turner (Action Sustainability), Danielle Bistacchi (Action Sustainability), Mohammad Rickaby (Action Sustainability), Ian Nicholson (Responsible Solutions), Peter Johnson (Kier), Aaron Reid (Balfour Beatty), Alice Hands (Sir Robert McAlpine), Julia Barratt (Willmott Dixon), Eddy Taylor (Laing O'Rourke), Dan Firth (Interserve), Kevin Moran (Galliford Try).

Apologies: Lucy Hind (Covance), Charlie Roberts (Engie), Harriet Phillips (WP Group), Steve Enright (Abellio), Ursula Cooper (Action Sustainability).

Meeting notes:

1. Introductions

The group welcomed Julia Barratt who is replacing Steve Cook as the Willmott Dixon representative on the group.

2. Update from previous actions

Minutes from the last meeting were agreed and an update was provided to the group. The full list of completed and outstanding actions from the last meeting can be found in the agenda.

3. Feedback from the Ops Report & KPI's

An update on the Schools performance was reported against the KPI's set in the business plan. Further details can be found in the Operations Report.

Agreed points:

- ✓ The new definition of a member comes into effect on the 1st April. This will mean that the number of 'members' decreases significantly, in order to still capture these people the following statistics need to be recorded:
 - Number of registered individuals
 - Number of registered companies
 - Number of active individuals
 - Number of active companies
 - Number of Bronze, Silver & Gold members
- ✓ Automated emails to remind members that they may lose their membership status should be made a priority
- ✓ Partner engagement with the School needs to be captured and added as a KPI into next year's business plan

Actions:

- **(DB)** to ensure that the agreed KPI's are included in all future Operations reports
- **(TB)** to report back to the group at the next meeting on the progress with automated emails to members

- **(EJ)** to develop a maturity matrix for Partner engagement in the School and share with all for comments
- **(IH)** to add in a KPI into next year's business plan ready for approval at the AGM on the 11th March
- **Partners** to ensure they are all following the School on twitter and promote social media activity

Materials Group

Ian Nicholson provided an update on the Materials Group. The direction of the group has moved towards Resource Efficiency and practical advice on how contractors can work together to improve efficiencies with resources. This group is to be funded as a sub – group within the Infrastructure Group for a further 12 months and then it is expected that the group will then be self – sustaining as its own leadership group. This will be agreed at the AGM on March 11th.

Actions:

- **Ian Nicholson** to attend the next FM meeting to discuss the Materials Group and possible linkages into the FM market
- **Ian Nicholson** to revisit the Terms of Reference and ensure that the scope of the group is manageable and to send to all School partners for their reference once approved.

Board Elections

Kath Gillard (Grosvenor), Jon May (Lendlease) and Martin Chown (Balfour Beatty) have all left their prospective organisations and have resigned their place on the School Board.

There are now three vacant positions and nominations are welcome, it has been suggested that the priority candidates should be Director Level Supply Chain or Commercial Function, FM and Offsite.

Nominations close at 12pm on the 10th March, if you would like to nominate yourself or a colleague, please contact Danielle@supplychainschool.co.uk

4. Branding Guidelines

All comments since the last meeting have been processed and it has been agreed that:

- ✓ Any School logo should not be used without our express permission (this has been added into the Terms and Conditions on the website)
- ✓ Although this cannot be policed – members should be encouraged to use their Bronze, Silver & Gold badges to demonstrate their engagement within the School
- ✓ School Partners are permitted to use the School logo at any time

Actions:

- **TB** to write the branding guidelines into the registration Terms & Conditions on the website
- **TB** to create a branding guidelines page which is public on the website – with instructions on logo usage

- **TB** to ensure that a range of logos are available included B&W and reversed

Anti – competitive behaviour statement

The proposed statement is to ensure that there is no anti – competitive behaviour displayed at any of the School’s meetings between partners. The proposed statement is already in the Partner Schedule and can be found in the agenda.

Agreed points:

- The statement is to be added onto all sign – in sheets

Actions:

- **(HH)** to write guidance for the Chairs & Secretariats on how to spot anti – competitive behaviour in their meetings and how to deal with such a situation, and circulate to the group for comments once complete.
- **(HH)** to change the wording in the statement from “shall be asked to leave” to “can be asked to leave”.

5. Strategic Suppliers

AS have recently de-duped the master strategic suppliers list (a list of all contacts provided by School partners).

Agreed points:

- ✓ There are more unique companies than originally expected; this could be due to the number of small local suppliers the major contractors use
- ✓ There needs to be a consistent approach to the lists of data that is provided from the partners.
- ✓ The word ‘strategic’ is confusing and should be changed to ‘priority’ suppliers and this should be the key suppliers to each partner and those whose engagement with the School they want to monitor, this could be both SME’s and larger organisations.
- ✓ The list of priority suppliers should be no longer than 500 companies per sector (Construction, Infrastructure, FM, Offsite or Homes), as this provides a focussed target for the School to engage.

Actions:

- **IH** to come up with a set of KPI’s which will seek to improve impact and increase penetration of the market of priority suppliers.
- **DB** to look into changing the terminology of the dashboards from ‘strategic’ to ‘priority’.
- **Partners** to send through their updated priority suppliers lists to **EJA**.

6. School Awards

The group were informed of the internal Galliford Try School awards in 2015 that were a great success. All partners are being encouraged to include a ‘School Award’ at any internal events they may be having in 2016 to help raise the profile of the School.

Agreed points:

- ✓ The award should always be about the most engaged members of a partners supply chain, and not about actual sustainability performance.
- ✓ There should be a common approach to the awards, but tailored criteria for each individual partner; this means that the engraving on the wooden award can be unique.
- ✓ Partners to absorb the £75 cost.

Actions:

- **(EJ)** to communicate with partners about the awards to encourage them to participate
- **Partners** to research using either their dashboards or by contacting Danielle, to understand who their most engaged priority suppliers are

7. Vision

The results of the recent School visioning workshops have been analysed and the Board has agreed on the new vision: **“A world class collaboration to enable a sustainable built environment”**

The vision is made up of eight guiding statements which show where the School wants to be in five years time. Further details can be found in the slide deck circulated prior to the meeting.

Agreed points:

- ✓ The School needs to consider what its values are and that of its partners. Any changes made at the AGM 2016 will be written in the constitution in 2017.
- ✓ The proposed development of Scottish and Welsh leadership groups was received well amongst the group and it was agreed that this could then lead to smaller working groups within these regions.

Actions:

- **AS** to add an agenda item to the AGM on what are the School’s values.
- **Partners** to let Ian Heptonstall know if they want to nominate any colleagues to sit on the new Wales and Scottish leadership groups.

8. People and Resourcing

An update on the proposed resourcing for the business plan delivery next year was provided to the group.

Agreed points:

- ✓ The School are looking to expand the team and will be hiring a full – time Project Officer. This will ensure that there is a 0.5FTE dedicated per School
- ✓ Investing in the development of the website is crucial to the growth of the School and a new dedicated commitment with Itineris, the School’s current IT developers, has been agreed.

- ✓ The groups have their own individual business plans and can re – prioritise to the needs of their sectors.
- ✓ The Board have agreed a new payment structure for partners. The current fee is £10k for up to 3 groups and £5k extra for each additional group. There are a possible eight groups to choose from: Construction, Infrastructure, Horizon, Homes, FM, Materials, Offsite, Scottish, Welsh. The payment structure will be as follows:
 - £10k – up to 3 groups
 - £15k – up to 5 groups
 - £20k – all groups
 - £7k – for mid – sized contractors & suppliers with under £75m turnover
- ✓ What the impact of the School within the industry is was discussed, it was agreed that the School needs to continue to liaise with BuildUK; however, the School is about improving competence of the supply chain and not the performance of the supply chain.

Actions:

- **(IH)** to change the monetary value for mid – sized companies from GBP to Euros to be consistent with the European definition
- **Partners** to encourage their own employees to get involved with different groups.
- **Performance Measurement** Group to provide and an update to Ops group at the next meeting.

9. AOB

The meeting overran and the discussion of the School's merging will be an agenda item at the next meeting.

Raised points:

- ✓ Peter Johnson to send the School new 'waste' scheme information to include in the resource library.
- ✓ The Special Interest Groups (SIG's) will feed back at the AGM on the 11th March.
- ✓ Partners to feedback on their views on the SIG's and if they want new groups to form or the current ones to continue.

Next meeting:

Tuesday 19th April 2016, 11am – 1pm, location TBC please contact Danielle if you are able to host this meeting).