

**Date:** Tuesday 19<sup>th</sup> April, 11am – 1pm

**Attendees:** Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Emma-Jane Allen (Action Sustainability), Ursula Cooper (Action Sustainability), Mark Turner (Action Sustainability), Danielle Bistacchi (Action Sustainability), Ian Nicholson (Responsible Solutions), Peter Johnson (Kier), Dan Firth (Interserve), Aidan Franks (Costain), Julia Barratt (Willmott Dixon), Eddy Taylor (Laing O'Rourke), Ross Primmer (Action Sustainability), Jason Nichols (HOCHTIEF)

**Apologies:** Lucy Hind (Covance), Charlie Roberts (Engie), Harriet Phillips (WP Group), Steve Enright (Abellio), Mohammad Rickaby (Action Sustainability), Aaron Reid (Balfour Beatty), Alice Hands (Sir Robert McAlpine), Kevin Moran (Galliford Try)

## Meeting notes:

### 1. 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.

Ian Nicholson has now discussed the materials group at the most recent FM meeting, and he has a plan of action with Mark Turner on how to take this agenda forward.

### 2. 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. A discussion around the new School KPI's and deliverables took place. The key KPI for the School is engagement with the members and Partners.

### Performance dashboard infographic

An infographic which detailed the KPI's was circulated and discussed

### Agreed points:

- ✓ Active companies will now display on the dashboard on a 12-month rolling basis.
- ✓ The infographic needs to include client and key supplier engagement.
- ✓ Registered users and active members are useful KPI's to get an idea of trend.

### Actions:

- AS to engage with all Partners to encourage them to provide their preferred supplier list.
- AS to revisit the infographic internally to ensure the following points are addressed:
  - (TB) To include key number of clients, contractors, and suppliers as targets for the School dashboards.
  - (UC) To change 'partner engagement' to simply 'engagement' in the infographic.
  - (TB) To compare the vision and objectives of the School and create a dashboard metric that displays whether we are achieving this or not.
  - (UC) To expand on the infographic to cover more statistics.

- (HH) To look at the guiding principles and check that it reflects the information provided in the infographic.
- (UC) To add in 'key definitions' to the infographic for the group.

### 3. Marketing and Communications Strategy

Toby Bowers ran through the marketing and communications strategy for the School, to give an overview of what approaches are being taken to engage with existing members, and increase membership.

It was agreed that:

- ✓ The 'One School' approach will help deal with members who sit on all five of the groups.

#### **Actions:**

- TB to add School newsletters as PDF's on to the School website.
- TB to speak to Itineris to create a search function, which enables searching of 'company name' and 'trade' in the members directory on the School website.
- TB to confirm when all company accounts in the School have been merged.

### 4. Partner Maturity matrix

A partner maturity matrix has been created to indicate partner engagement. The tool would help the board, the partners, and the leadership groups understand each of the groups and the success for partner engagement. Twenty minutes was put aside for the operations group to discuss the partner maturity matrix.

#### **Actions:**

- Mark and EJ to circulate a new draft of the partner maturity matrix for review

### 5. Accreditation

Ian Nicholson gave an overview of the accreditations that the School could apply for, whereby the learning in the School could contribute to professional qualifications.

#### **Agreed points:**

- ✓ It was reiterated that the School Visioning feedback did not see the need for the School to have a professional qualification.
- ✓ It was agreed that individuals decide on how they achieve their CPD and the School could be a part of this learning.
- ✓ That CPD could be achieved formally and informally through the School.
- ✓ RIBA could possibly approve the design material in the School.
- ✓ To instead create an individual learning log for School users to download from the website to display time learning.

- ✓ The School resources and materials can be used for CDP without the need for them to be certified/ accredited.

**Actions:**

- UC to report back on the results from the 2015 School survey on CPD accreditation.
- IN to report back on the accurate costs and structure involved in CPD accreditation and IEMA, as to whether this venture will enable the School to get into a new market.
- IN to create a summary of CDP accreditation for the supply chain.

## 6. Special Interest Groups

Hilary announced the draft Special Interest Group suggested topics for 2016/2017.

**Agreed points:**

- ✓ Operations Group need to create a terms of reference/ summary paper for the Special Interest Groups.

**Actions:**

- IH to define 'apprentice' for clarity.
- HH to circulate the five proposals for the new SIG groups to the Operations Group to prioritise them once all the next leadership group meetings have taken place and fed back any other ideas. This will be circulated once all leadership group meetings have taken place.
- DB to send Dan Firth the template for Special Interest Groups.

## 7. AOB

None

**Next meeting:**

Tuesday 21<sup>st</sup> June 2016, 11am – 1pm, location TBC (Please contact Ursula on [ursula@supplychainschool.co.uk](mailto:ursula@supplychainschool.co.uk) if you are able to host this meeting).