

Date: Tuesday 8th November 2016, 11:00 – 13:00

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Ursula Cooper (Action Sustainability), Alice Hands (Sir Robert McAlpine), Aaron Reid (Balfour Beatty), Ian Nicholson (Action Sustainability), Bakhir Andrews (Balfour Beatty), Emma-Jane Allen (Action Sustainability), Julia Barrett (Willmott Dixon), Peter Johnson (Kier), Matt Harris (Costain), Eddy Taylor (Laing O'Rourke)

Apologies: Dan Firth (Interserve), Lucy Hind (Covance), Kevin Moran (Galliford Try), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Mohammad Rickaby (Action Sustainability), Aidan Franks (Costain), Cara Palmer (Wates)

1. Update on previous actions:

The actions from the last meeting were reviewed by Hilary Hurrey.

Outstanding actions were against CPD accreditation. The paperwork around the accreditation is being put together currently with the January 2017 timescale in mind.

Actions:

- ✓ HH and IH to discuss and submit the relevant paperwork associated with the accreditation.

2. Operations Report & KPI's

Hilary Hurrey gave an overview of the Performance Dashboard to the group. The figures presented were up until the end of October 2016.

There was a discussion around the engagement of designers into the School which was proving difficult. Points raised were: Should designers be being invited to be Partners? What is the current offering for designers?

The Offsite School has developed information which is of interest to designers under the RIBA Plan of Works which has gauged interest and is staging workshops on DfMA (Design for Manufacture and Assembly).

Agreed:

- Though designers have their own access to training there is still an agreement that they still only have pockets of knowledge around sustainability within their organisations.
- The Partners should help introduce any designers that they work with on projects to the School team to help build relationships.
- All supplier days (particularly in the Homes and Offsite markets) should aim to have a designer speak along side the client.
- The Partners which are clients should be asked to give input into what they are looking for from the design perspective.

The 'Impact of Learning' bar charts for workshops and supplier days were discussed in more detail. The results had been split to show feedback on just workshops and feedback on just supplier days as per the last meeting.

Agreed:

- It was agreed that there where the workshop had been staged for a Partner and their specific supply chain that there was a tendency for some of the audience to feel like they attend because they had been asked not because they have a need. This will affect the figures.
- The target around 'Influencing change' is a difficult one and this is the first year that this KPI had been set. It was reminded that the results shown were on 'good and excellent' and in all markets these were above 70%.
- I the information given to the audience prior to the workshop there needs to be a focus on what need the workshop was specifically addressing.
- It is important that there still remains a focus on what topics the action plans are showing as a training need as well as listening to feedback from the members. This is collected at every supplier day as well as an annual questionnaire which goes out to all members.

The self-assessments and re-assessments targets for each particular market (apart from Construction) were all identified as amber or red risks.

Agreed:

- School team to look at the feasibility of running a series of workshops aimed at helping those who had not completed their self-assessment to finish them.
- The One School functionality will allow for 'top up' assessments which will be shorter to complete and members will be encouraged to do this through the communications.
- There will be more automatic emails which will highlight to the members when they need to re-assess, are about to lose a specific status etc.
- All figures, compared to the last year, show a 70% plus increase by comparison.

Actions:

- ✓ HH to change the slide so that it is clearer it is focusing on 'Active Companies' not active individuals.
- ✓ When the Sector Managers are developing the supplier day agendas, the Partners are asked to put forward a client and designer speaker.
- ✓ A question similar to 'What is your role within your organisation?' will be added to the feedback form to help with understanding the type of audience.
- ✓ HH to analyse the difference in feedback between an 'open' workshop and workshop aimed solely for a Partners particular supply chain.
- ✓ When a workshop is being run for a closed group, the Partner is required to take ownership by articulating to the audience why the issue is of importance to them and their supply chain.

3. Updates

SIG's: BIM

Ian Heptonstall gave an update on the BIM Special Interest Group. The diagnostic will be road tested at the BIM supplier day on 16th November as part of the afternoon session.

The group are also engaging with UK BIM Alliance and Construction Line to try to align the work the group are doing with the diagnostic with what those groups want to develop.

The diagnostic will be online through the School in the new year.

SIG's: Apprentice Levy

Helen Carter updated the group on the Apprentice Levy SIG. The outputs from this group will be basic as there is a lot of work being done via other organisations. The group are focusing on information for Tier 1 down.

Workshops will take place in January to scope what the supply chain want and need to know about the Apprentice Levy.

Actions:

- ✓ All Partners to check if they are able to offer a venue to run the workshops in London, Manchester/ Liverpool, North East, South East and contact Helen@supplychainschool.co.uk

SIG: Social Value by Design

Ian Heptonstall provided an overview of the Social Value by Design SIG. The recognition has grown that designers could usefully be involved in discussions around social value, because decisions made at design stage have a major impact on how and to what extent social value can be delivered during construction and operation.

Timescales on the outputs for the group were likely to be complete in September 2017.

Agreed:

- A designer should be encouraged to be part of the group. IH has already approached RIBA to be part of the group.
- Public sector representation should also be sought to be part of the group.

Toolbox Talks

Helen Carter and Ian Nicholson provided an update on the Toolbox Talks which are due for release late December and are making good progress. The Modern Slavery story board was shown to the group.

When the Toolbox Talks are published to the School they will also include briefing notes which are to be used to stimulate conversation and accompany the Toolbox Talk.

Other

Dan Firth was unable to attend the meeting however did pose the question prior to the meeting to discuss how the modern slavery resources were being used by each of the Partners and what they were doing to encourage their supply chains to access them.

Ian Heptonstall took comments from the group. All Partners were either promoting the use of the Modern Slavery resources through the School or were in internal discussions on regarding the topic.

Supply Chain Mapping

Aaron Reid proposed a future work stream for the school in the form of Supply Chain Mapping. As a result of the Modern Slavery Act and the need to improve transparency within the supply chain some of the partners are considering mapping key commodity areas in order to identify potential slavery and exploitation risks. The output from this exercise will allow organisations to make an informed choice when putting together a strategy in order to address labour exploitation. The proposal is that the school or AS help facilitate this exercise on behalf of interested partners in order to reduce cost to the industry and reduce duplication. There is also a number of building blocks in place so the project could also join these up again reducing duplication.

There are issues relating to scope, boundaries and how the information will be used and whether this project is core to the schools remit. Therefore a business case requires building and the scope defining so that it can be considered by the board.

AR, IN and SM to put the business case together and determine the next steps for this project

Agreed:

- The scope must be very considered in terms of what will be done with the output.
- It was suggested that legal advice should be sought depending on what the outcomes are.
- There should be a business case put together which includes a cost element which can be taken to the Board for consideration.

Actions:

- ✓ IH, SM and IN to put together a proposal for consideration by the Board.

4. One School Project: Marketing & Communications Strategy

Toby Bowers presented the One School Marketing and Communications Strategy to the group.

Agreed:

- The term 'One School' should not be used in the marketing and communications as this is an internal term.
- The current members will require very different messaging to any new members once the One School is launched.
- All messaging must be benefit driven.

Actions:

- ✓ AS team to work on the messaging and produce separate communication campaigns to current and new members.

5. One School Project: Standardisation of Trade Categories

It was decided that the exercise should be run in a separate session with a smaller group. Peter Johnson, Ian Nicholson and Ian Heptonstall will discuss the trade categories following the operations meeting.

6. AOB

Peter Johnson asked the question of the AS team as the School continues to grow are the expectations of the Partners manageable.

Agreed:

- It was agreed that it was an amber risk but currently manageable.
- The resourcing of the Sector Manager role does need to be considered in future business planning.

Aaron Reid brought up the topic of supplier diversity asking the question of where does it fit within the School. This was brought up in a recent FIR Steering group meeting.

Actions:

- ✓ Helen Carter will discuss the topic of supplier diversity and where it sits within the school subject matter and ask for feedback on what the drivers are from the Infrastructure Leadership Group as this is a subject being driven extensively by key clients within the Infrastructure sector.

Actions:

- ✓ Helen Carter will discuss the topic and ask for feedback on what the drivers are from the Infrastructure Leadership Group.

Ross Primmer asked the Operations Group for recommendations for someone who he could work with to develop the script for the Life Cycle Costing elearning module.

Actions:

- ✓ Ross Primmer to follow up with Ian Nicholson, Julia Barratt and Shaun McCarthy all of whom will have contacts who could help with that topic.

The date of the next meeting will take place on Tuesday 10th January, 11am – 1pm at the Action Sustainability offices, 2 Angel Square (nearest tube station Angel).

