

Date: Tuesday 21st November 2017, 10.30 – 12.30

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Alice Hands (Sir Robert McAlpine), Emma-Jane Allen (Action Sustainability), Peter Johnson (Kier), Helen Carter (Action Sustainability), Cathy Berry (Action Sustainability)

Apologies: Ursula Cooper (Action Sustainability), Rosie Watts (Action Sustainability), Lucy Hind (Covance), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Kevin Moran (Galliford Try), Cara Palmer (Wates), Dan Firth (Interserve), Aidan Franks (Costain), Anna Cantwell (Aggregate Industries), Aaron Reid (Balfour Beatty), Julia Barrett (Willmott Dixon), Becky Bryant (Action Sustainability)

Agenda items 1 and 2

Items one and two were not discussed in the meeting and instead the group started immediately on the Impact survey.

3. Impact & Partner Survey

The group were asked to review the Impact survey questions again following the feedback from CITB.

Agreed:

- It was agreed the questions around impact should be structured as they currently were to allow respondees to answer yes/ no to a specific impact. This is so there is not an assumption that the School had instigated that impact. If the respondee answers yes to an impact question then they are asked a question to assign a scale.
- The question set on 'Business Impacts' was further split into 'Business Processes' and 'Business Outcomes'. Some questions were then taken out or amended.
- The Sustainability questions were amended: waste to landfill was taken out; environmental management was taken out; local sourcing was taken out; air quality was added.
- There would be three data sets sent the survey. The main admin contact for the corporate account will be contacted: the non active members; those that have been active in the last two years and those that have been active at some point. This will include Partners who hold a corporate account as a member.
- There will be a separate survey sent to Partners who attend the leadership groups, the Operations Group, Board and special interest groups.
- A set of impact questions relating to Partner engagement were discussed and established.

Actions:

- ✓ Hilary Hurrey to amend the member survey question set as per the meeting.
- ✓ Hilary Hurrey to amend the questions for the Partner survey and send to those who attended the meeting for any further feedback.

4. Risk Management

The group were asked to provide feedback on the Risk Register which had been developed for the School.

Agreed:

- A key to the scale of consequence should be placed on the register.
- There should be an additional column to show the residual risk (impact of the mitigation).
- There were several comments including: add in a specific section on keeping up with new knowledge; training mechanisms; attracting and retaining talent; growth risk; lack of Partner engagement; meeting Partner and supply chain needs.

Actions:

- ✓ Hilary Hurrey to make necessary amends to the risk register ready for the Board meeting on 29th November.

5 Business Planning Budgets 2017/18

Ian Heptonstall gave an overview of the business planning to date. The leadership groups have just had the first round of business planning. The overview is that the objectives are not necessarily about new content but more focused around keeping the current content up to date.

Cathy Berry, who runs the Horizon Group, discussed how the group can gain more funding. The Horizon Group have just gone through a process to agree its priorities and establish areas of interest. The Terms of Reference have been rewritten and it is expected as a result that the group will work more in tandem with the other groups.

Agreed:

- There are three key areas that the School business plan will focus on which are: get the learners to engage more; knowledge is less about the Special Interest Groups but more about the Category Groups (Plant, Labour and additional groups) and Knowledge Management.
- The Horizon Group will be used properly to align more with the School.

Actions:

- ✓ Cathy Berry to discuss the Horizon Group and funding with Ian Heptonstall and Shaun McCarthy before the next Board meeting.

6 Any other business

Michael Cross, Willmot Dixon spoke about Stronger Together and wanted to understand the School's engagement with them.

Helen Carter and Ian Heptonstall both fed back that the School has been in communication with and worked with Stronger Together, in particular with the Modern Slavery work. Stronger Together have spoken at events in the past and there are several sign posts to the Stronger Together resources in the School. The issue is around the fact that the School can not invest in a membership fee.

Michael will go back to Stronger Together.

The date of the next meeting will take place on Tuesday 30th January, 10.30am – 12.30pm.

Hilary Hurrey will follow up with Pete Johnson and Alice Hands regarding a potential meeting venue for the next meeting.