

Date: Tuesday 30th January 2018, 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), Ursula Cooper (Action Sustainability), Rosie Watts (Action Sustainability), Michael Cross (Wilmott Dixon), Becky Bryant (Action Sustainability), Emily McBride (Action Sustainability), Mark Turner (Action Sustainability)

Apologies: Lucy Hind (Covance), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Kevin Moran (Galliford Try), Cara Palmer (Wates), Dan Firth (Interserve), Anna Cantwell (Aggregate Industries), Aaron Reid (Balfour Beatty)

1. Operation Update & Actions from the last meeting

Hilary Hurrey reported that all actions were complete bar the Partner survey which was being discussed as part of the agenda.

It was reported that a successful Christmas marketing campaign, along with two supplier days over the month of December contributed to an increase of over 400 active members since the last meeting.

The School has seen two new Partners join; Canary Wharf Group and Sapphire Utility Solutions. However, Saint Gobain has not renewed their partnership due to a strategic decision to pull out of all membership groups. Carillion is also no longer a partner to the School due to obvious reasons.

2. Plant & Labour Updates

Helen Carter updated the group on the progress made by the Plant and Labour groups.

Agreed:

- It was agreed that the FM group need to engage with the Labour group.
- How the learning outputs will be presented need to be considered, e.g. the priorities in the infrastructure sector will vary from the FM sector.
- The Horizon Group need to be kept in the loop as to any gaps in knowledge that may arise as these could be potential opportunities for research.
- The navigation to the learning needs to be considered which was a point for discussion later in the agenda. The question is around how the knowledge can be built into self-assessments for example.
- The life span of the groups is dependent on each group's outputs so there is no fixed timescale.

Actions:

- ✓ Helen Carter to ensure that she keeps Cathy Berry in the loop on any research opportunities.
- ✓ Mark Turner to speak with ENGIE about being a part of the Labour group.
- ✓ Helen Carter will produce a pack for each category group for distribution amongst all sector groups. This is due to be complete my mid-February.

3. Impact Survey

The key findings of the Impact Survey were presented and discussed.

Agreed:

- These findings were the benchmark and the ideal are that the percentages on impact increase.
- The detailed report which is being produced will include a breakdown of responses from SME's, Client, Contactor.

Actions:

- ✓ Hilary Hurrey to distribute the report to Michael Cross, Alice Hands and Pete Johnson for peer review before it is published.
- ✓ Emily McBride and Hilary Hurrey will look to establish a PR message once the report is finalised with Jim McLelland.

4. Partner Survey

At the last meeting a Partner survey was discussed. However, the School team felt this was confused as to what the focus was, considering the Impact survey taking place. Therefore, another discussion was had as to what focus the Partner survey should have.

Agreed:

- Partner who are using the School would have received the Impact Survey. Therefore, the Partner survey should focus on satisfaction.
- The survey would go to all Partner who sit on a leadership group, including the Operations and Horizon Group. However only paying Partner so the academics on the Horizon group would not be sent the survey.
- The survey will be sent via survey monkey.

Actions:

- ✓ EJ Allen will make the necessary amends discussed in the meeting and arrange for the survey to be sent in the next couple of weeks.

5. Business Planning Budgets 2018/19

Ian Heptonstall gave an update to the business planning which has been taking place since October between the leadership groups.

The next stage is for the Board to review and agree the plans which will then have final sign off at the AGM taking place in March 2018.

6. Operations Group Focus for 2018/19

Ian Heptonstall discussed four potential topic areas for the group to discuss. These are:

- Knowledge Management
- Marketing Automation
- Aligning the SDG to the School issues
- Sustainable Strategy Tool for members

Most discussion took place around the last two items.

Agreed:

- The AGM would be a useful platform to discuss these topics amongst the Partners.
- Additional Partners will be asked to join the Operations Group.
- The School team will start to develop what good would look like in terms of a sustainability maturity matrix.

Actions:

- ✓ Hilary Hurrey will work with the Sector Managers to identify potential Partners to join the group.
- ✓ The agenda at the AGM will include discussion around the four topic areas.

7. Any other business

Pete Johnson will try to secure the new Kier offices for the next Operations Group Meeting.

The date of the next meeting will take place on Tuesday 15th May, 10.30am – 12.30pm, London.