

Date: Tuesday 12th June 2018

Attendees: Graham Edgell – Morgan Sindall; Alan Webb – Morgan Sindall; Lara Young – Costain; Dave Harris – A Plant; Paul Sharp – GAP Group; Steve Cooper – GAP Group; Michael Cross – Wilmott Dixon; Jon Fisher – Elliot Group; Edward Godsiffe – Skanska; Adam Hunt – CRH Plant; Phil Wright – WP Group; Susan Schnadhorst – Osbornes; Martin Brawn – SMT; Paul Whitehead – Highways England; Ian McMillan – Flannery Plant; Sophie Cox – Flannery Plant; Helen Carter – Action Sustainability; James Cadman – Action Sustainability; Steve Hannigan – WP Group; John Dwyer – Telford Homes

Summary of actions:

Need to engage more clients			
No	Action	Responsible	Deadline
1	<i>All to provide additional contacts to engage in this, clients and manufacturers in particular</i>	All respond to Ian & James	29 th June 2018
School to develop a draft paper on minimum standards			
2	<i>Develop paper for circulation and comment. Focus is sustainability.</i>	James, Ian & Richard	13 th July 2018
Spend Analysis			
3	<i>Contractors to provide spend data on fuel use in P&E to identify high priorities. Costain (especially) to send data, as well as HE on utilisation data. Other contributions welcomed</i>	Group	29 th June 2018
Case Studies			
4	<i>All to provide case studies to include in the resource library on achieving lower impacts, as per the discussions in the room – Send to Helen Carter & Ross Primmer</i>	Group	13 th July 2018
Spend Analysis			
5	<i>Contractors to provide spend data on fuel use in P&E to identify high priorities. Costain (especially) to send data, as well as HE on utilisation data. Other contributions welcomed</i>	Group	29 th June 2018
Quick Wins			
6	<i>Focus on specific categories where case studies and data supporting the minimum standards work – Group expressed an interest in lighting, so case studies and standards required for this area in particular</i>	Group	13 th July 2018

Guidance Documents			
7	<i>Guidance to be developed on telemetry: what to look for in data that can be used to increase efficiency and then, later, on how to harmonise data</i>	Wilmott Dixon & SCSS to start	Ongoing
8	<i>Guidance on maintenance schedules for oils and fuels: how to maximise efficiency and minimise use</i>	WP Group & SCSS to start	Ongoing
Specific Actions & Commitments			
9	Speak to Andy King about getting involved and leading the supply & demand working group	Alan Webb	29 th July 2018
10	Pull together standards, case study and supporting information for the lighting category	A Plant, GAP and Speedy	6 th July 2018
11	Would like to be involved in the work and guidance on data	Elliot Hire	Ongoing
12	Create a green print for site set up – John to lead, Wilmott Dixon would like to be involved in that	Elliot Hire	Ongoing
13	Present at the meeting in September the work on data	Wilmott Dixon & Costain	26 th September 2018
14	Highways England to share a copy of their Guide book for PM's to understand what is required when bringing in plant	Highways England	6 th July 2018
15	Share client standard analysis with the group	Flannery Plant	29 th June 2018
16	Provide Case Studies on plant usage and standards	Osbornes	13 th July 2018
17	Liaise and update the following stakeholders on the work of the group – CECA & UKGBC	Osbornes	Ongoing
18	Provide an update on the fuel trial at the next meeting – Volvo would like to be included in that trial	WP Group	26 th September 2018
19	Upload the new fuels report on to the school site and promote	SCSS	13 th July 2018
20	Would like to be part of the demand planning group	Morgan Sindall	Ongoing
21	Share the utilization report from HE	Highways England	13 th July 2018
22	Help with the comms strategy	Highways England	Ongoing
23	To determine finally whether they will become a partner to ensure they continue with the group	CRH Plant	13 th July 2018

- **Need to engage more clients.**
 - HE in the room, but would be good to have more involved such as HS2, Heathrow etc.
 - Could form 'delegations' to engage the clients, a principal contractor, a plant hire firm and maybe a manufacturer, plus the School to meet and discuss their ambitions and targets.

- *Action: all to provide additional contacts to engage in this, clients and manufacturers in particular (Balfour Beatty and Flannery already contacting several manufacturers to engage their participation.)*
- **School to develop a draft paper on Min Standards.**
 - Use info from Flannery on range of client min standards and from HE on their Raising the Bar standards.
 - School Min Standards paper to build on the above, the Non-Road Mobile Machinery Regs, the Euro Standards for AQ; also FORS for safety; and maintenance schedules.
 - Apply standards across all P&E, but use spend analysis below to focus on communications drive
 - *Action: to be developed by James Cadman (AS), Ian McMillan (Flannery) and Richard Mason (Balfour Beatty) for circulation and comment. Focus is sustainability.*
- **Spend analysis**
 - Apply min standards across all P&E but use spend data to prioritise which are focus of drive in procurement and communications with subcontractors and suppliers
 - *Action: Contractors to provide spend data on fuel use in P&E to identify high priorities. Costain, especially to send data, as well as HE on utilisation data. Other contributions welcomed*
- **Case studies**
 - Case studies give real life examples of where and how min standards have been achieved
 - *Action: All to provide case studies to include in the resource library on achieving lower impacts, as per the discussions in the room*
- **Quick Wins**
 - Focus on one or two key products and demonstrate what can be done through applying min standards and making savings
 - *Action: develop out of priorities and case studies*
- **Guidance documents**
 - Several good suggestions on guidance documents to assist suppliers and subcontractors on min standards.
 - *Action: Guidance to be developed on telemetry: what to look for in data that can be used to increase efficiency and then, later, on how to harmonise data – Wilmott Dixon + School*
 - *Action: Guidance on maintenance schedules for oils and fuels: how to maximise efficiency and minimise use – WP Group + School*