

**Where:** Osborne's offices, Reigate

**Attendees:** Julie Capon (BAM Nuttall), David Farebrother (Bouygues), Andrew Jones (Hercules), Dean Kerwick- Chrisp ( Highways England), Karen McWalter (Hochtief), Mark Cassidy ( J.Coffey), Andrew Keighley (J Murphy & Sons), Tom Finnegan (Kilnbridge), Plamen Petkov ( Kilnbridge), Janet Hector ( McGinley Support Services), Nathalie Ritchie (National Grid), Nikolaos Sapounas (Osborne), Matt Nichols (Reconomy), Randal Ffrench (Sir Robert McAlpine), Rebecca Oxley (Stroma), Helen Carter (SCSS), Emily McBride (SCSS), Rosie Watts (SCSS), Manish Taylor (VINCI)

**Outstanding actions:**

The group was informed of the current outstanding actions:

- Rosie to send the new School logo to Partners once it has approved – **ongoing-**
- School to organise webinars and create video tutorials for Partners on how to navigate and use the new website - **in progress**
- Rosie to send the date for the Wellbeing special interest group – **still to be confirmed**
- Single use plastic to be mapped out at the next Infrastructure leadership group- **Outstanding**
- Sarah Borien to present at the next leadership group meeting on the progress of the client group - **outstanding**

**Operational School Update:**

The group was informed that the School now has 87 Partners, 17 of which joined in 2018/2019.



**Action:** Group to think of any other organisations that they believe would be interested in becoming a Partner of the School

The Infrastructure sector has overachieved the target of 100 companies achieving Bronze, Silver or Gold membership, with 164 companies achieving a level of membership. However targets for assessments and reassessments was not achieved.

In order to reach these targets in 2019/2020 it was suggested that Partners think about implementing targets around Bronze, Silver and Gold membership.

It was also mentioned that the targets are more likely to be achieved due to Partners now having control of their Partner Priority supplier lists. Partners will be able to upload and manage their own priority suppliers lists on the new School platform. The process previously involved Partners sending their lists to the School and the School team uploading it to the Partner's dashboard. This new process allows the Partner priority lists to be kept up to date and provides Partners more freedom with their dashboard.

The group also discussed Partners picking 10 organisations and monitoring if they are assessing and reassessing in order to help achieve targets.

#### Partner Engagement:

During the meeting it was discussed that a common issue with regards to promoting the School was internally. The group explained that they have difficulty with their colleagues seeing the value in accessing resources and completing assessments.

It was suggested that a solution for this issue would be the School organising more 'Welcome to the School' sessions which explain the benefits of the School and explains how an organisation can get the most out of the School.

The Group also discussed Partners embedding the School into their own internal events to raise awareness. The School is happy to support the Partners wherever possible – with attendance, flyers or videos.

#### Actions:

- Partners to be sent information from the 'Welcome to the School' sessions so that this can be distributed internally.
- School to create a School value documents with information and benefits of the School
- Partners to contact Helen or Rosie if they would like a 'Welcome to the School' session
- Partners to agree on an approach that they would like to collaborate on e.g. marketing communications
- Partners to think about how they can tie the School into their internal marketing campaigns
- Rosie to send around the Infrastructure sectors monthly marketing campaign plan which will help enable Partners to embed this and the School into their communications.
- Partners to contact the School's Marketing Manager Emily McBride if they would like any marketing materials
- Partners to look at their current page and see if needs updating, in order to help with engagement
- Partner's to highlight the School's presence if the School attends an internal event in order for engagement with the School on the day to be affective.

#### Business Plan:

The group was shown the KPI's that the Infrastructure sector needs to achieve by March 2020:

- Deliver 3 supplier days for Infrastructure reaching 300 supply chain members
- Deliver 3 ½ day subject/project specific supplier events reaching 150 members
- Deliver 10 subject specific workshops with partners and their supply chains reaching a minimum of 275 members
- 750 Infrastructure Organisations within the school school to demonstrate active engagement with the school

- 375 Organisational Assessments to be undertaken
- 174 Organisational reassessments to be undertaken
- 200 priority suppliers active in Infrastructure to be Bronze, Silver or Gold
- 4 unique partners to run a workshop on a sustainability topic – either for their internal staff or supply chain (Unique is defined as organisation not hosting or running a workshop in 2018/2019)
- 98% of partners to repeat their partnership with 2 new Infrastructure partners to be added to the group

Infrastructure has already delivered 1 out of the 3 supplier days, this took place on the 3<sup>rd</sup> April and was a Kier Highways focused event. The two remaining supplier days will be focused on Offsite and Wales.

One of the breakfast briefings that the Infrastructure sector will be running will be rail focused. Helen Carter also mentioned that Balfour Beatty would like to run an event focused on Social Value and SCAPE framework. It was proposed that one of the breakfast briefings could be focused on this.

#### Actions:

- Partners to ask internally if they have any Infrastructure work in Wales
- Partners to ask internally if they have an interest in Offsite – *BAM Nuttall and Kilnbridge have an interest in Offsite*
- Partner to provide suggestions for a topic that the remaining breakfast briefing can be focused on
- Helen or Rosie to contact Matt Nichols from Reconomy in regards to a workshop
- Partners to contact Helen or Rosie if they would like to run a Fairness, Inclusion and Respect workshop.

#### International reach:

The group was informed that there will be an Offsite Management School in France. The School in France currently has 10 Partners who are funding the School.

#### Action:

- Partners to contact any organisations they work with in France and make them aware of the Offsite Management School.

#### Plant category Group:

The group was informed of the Plant Supplier day that took place on the 22<sup>nd</sup> March. The day had 95 attendees and had speakers from Skanska, Flannery Plant Hire, HS2 and WP Group. The group was also informed of the next steps of the Plant group which include:

- Raising awareness – roll out and embed the minimum standards
- Engage wider stakeholders
- Collaborative on operator behaviours to reinforce the technological solutions approach

#### Actions:

- Partners to contact Helen if they would like to be involved in the group
- The meeting minutes, outcomes and commitment from the previous Plant group to be sent round to the Partners

**Labour category Group:**

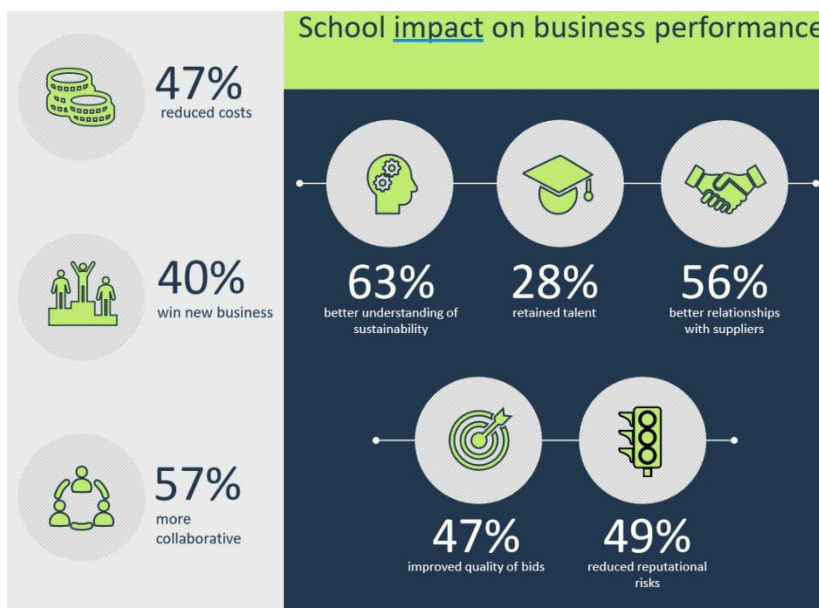
The group was updated on the current progress of the Labour group. The Labour group is focusing on two main issues one being the People Matter Charter. This charter focuses on the standards organisations should have in place to manage and develop their people. The group is also focusing on the current issues in relation to supply and the future skills landscape – what will this look like?

**Actions:**

- Helen to circulate the 9 commitments that the Labour group is focusing on around to the Partners
- Partners to provide Helen with comments on the commitments.

**Impact Survey:**

The group was shown the results from the School’s impact survey which had over 800 responses.



The survey showed that 57% of companies are now more collaborative due being a member of the school. 56% of companies have better relationships with suppliers as a result of this.

The group was also updated on the School’s current activity in regards to social media channels.



The image above shows that the School has increased its following on LinkedIn, Twitter and Facebook. In particular LinkedIn with the amount of followers being doubled since last year.

**Action:**

- Rosie to circulate the impact survey report to the group
- Partners to provide quotes or testimonials about the School that can be shared on Social media channels

**Infrastructure Group – The next Generation:**

The group was asked to consider what the Infrastructure group should look like and what they would like the group to focus on. Helen Carter will be creating a survey for the group to anonymously provide feedback and suggestions for the group. A working group is to be established that will look at the outcome of the survey and determine how the leadership group should operate going forward. The group will be required to generate a proposal relating to the future structure and resources required. A request to consider remote/digital meetings was submitted which will be included in the considerations for future meetings.

**Actions:**

- Partners to complete the survey by **Tuesday 30<sup>th</sup> April 2019**
- Volunteers to approach Helen Carter for the working group by **Tuesday 30<sup>th</sup> April**

**Website Platform Update:**

Emily McBride, Marketing Manager of the Supply Chain School presented the new website platform to the group. The group was informed of the new Partner features that are available on the new school platform:

**New Partner Features**

Internal Use	Priority Suppliers	LMS
<ul style="list-style-type: none"><li>• Single sign-on</li><li>• Assign roles to colleagues (e.g. <i>Partner Dashboard access</i>)</li><li>• Request Dashboard rights from colleagues</li><li>• View colleagues and understand their engagement with the School (e.g. <i>Leadership Group participation, Procurement SIG</i>)</li></ul>	<ul style="list-style-type: none"><li>• Upload / manage your own priority supplier lists</li><li>• Upload / manage your own business units and sub-business units</li><li>• Download, edit and re-upload priority suppliers list</li><li>• Set specific learning journeys / expectations for priority suppliers and monitor achievements</li><li>• Reward priority suppliers with badges / certificates</li><li>• View learning progress of priority suppliers</li></ul>	<ul style="list-style-type: none"><li>• Host your own e-learning modules in your corporate dashboard</li><li>• Allocate resources to colleagues for completion and track progress</li><li>• Send reminders for colleagues / priority suppliers to complete resources</li></ul>

**Actions:**

- Partners to contact Helen or Rosie if they have any resources that they would like to be shared onto the School website
- Rosie to share the new member and Partner video with the group

**AOB:**

- ✓ The next leadership group meeting will take place on the **19<sup>th</sup> June** between 10:00am – 1:00pm at RSSB, The Helicon, One South Place, London EC2M 2RB.
- ✓ The focus of the next leadership group will be on case studies which explain how the School has helped organisations
- ✓ The School to look into having School ambassadors who go to Partner events and promote the School. It was also suggested that subject matter ambassadors should be considered
- ✓ School to consider attending Highways UK event
- ✓ Rosie to circulate the presentation slides from the AGM.
- ✓ Helen to recirculate the actions from the Social Value meeting.
- ✓ Rosie to send the link for the new Plastics e-learning module round to the group