

Attendees: Mark Turner (Action Sustainability), Sara Gouveia (Action Sustainability), Robyn Conway (Action Sustainability), Laura Cochrane (BAM), Matthew Allen (Bouygues), Tetiana Petrenko (Bouygues). Dave Farebrother (Bouygues), Lewis Chenery (Bouygues), Agnes Guzik (CBRE), Paul Reeve (ECA), Alison Bettany (EMCOR UK), Petra Parizkova (ENGIE), Howard Coney (Kier), Shauna Murphy (Skanska), Laura Mayhew (Skanska)

1) Welcome and introductions

Introductions were made by the group. Mark Turner (MT) thanked Dave Farebrother and Bouygues for hosting the meeting and outlined the agenda for the meeting. MT welcomed Agnes Guzik from CBRE and Paul Reeve from ECA to the FM group.

2) Operational Review (Q2 Business Plan – key stats and current deliverables)

MT provided an update on targets against the business plan, highlighting areas that need improvement (please refer to slide 5 from the pre-reads). MT provided an update on upcoming events and pointed out that the group still need to deliver two workshops. Alison Bettany (EMCOR) mentioned that she will be running a modern slavery session with the School to help meet this target. Agnes Guzik mentioned that she will likely need an “Introduction to the School” workshop.

- ✓ **Action:** Sara to liaise with Alison Bettany regarding the outstanding modern slavery workshop

- ✓ **Action:** Mark Turner to liaise with Agnes to determine dates to run an introduction to the School workshop

3) Seminars and Conference schedule

MT notified the group that two breakfast seminars have been completed and that the original target of delivering 4 briefings has been revised to 3 breakfast briefings. The next seminar will take place on the 5th March, which ENGIE are leading. This event is open for Partners and their suppliers to attend.

MT reminded the group that the FM conference is taking place on the 11th March.

Partners were requested to attend if at all possible and promote this high-profile event as extensively as possible to their colleagues and supply chain.

Delegates will need to register their place using [this link](#).

- ✓ **Action:** Partners are reminded to please attend and invite their networks to attend the [FM Conference](#)

4) Workshop schedule

Completed workshops were outlined by MT and he reminded the group that there the group needs to deliver one more workshop. Partners were reminded that they can let us know if they'd like to run a workshop. The group were also reminded to think about the topics they'd like to run in 2020/2021 and to let Sara Gouveia know so that dates can begin to be planned out.

- ✓ **Action:** Laura asked Sara to share example copy that she can circulate to suppliers about the School for onboarding purposes.

5) Future e learning/toolbox talk/video development

MT reminded the group that budget is being used to update current materials and that we are looking to get additional budget for next financial year to develop future e-learning and toolbox talks. The group were asked to consider and suggest any emerging topics that partners would like the FM group to address.

6) Webinar development

The group were updated on partners' uptake for School webinars: EMCOR UK, ENGIE and Bouygues have taken up the offer to use webinars to showcase the School to their internal teams and suppliers. This has proved popular and also a very effective way of marketing the School to a wider audience. We intend to build upon this through the next business plan.

- ✓ **Action:** Group members to advise Mark and Sara if they'd like to run any internal or external webinars.

7) Marketing Campaign

Sara Gouveia (SG) gave the group an update on marketing campaigns that were rolled out between November – January as per the deck. SG highlighted the main areas of focus for the group in order to meet targets set until the end of March.

We require a significant push to build numbers of assessments and reassessments:

Areas of focus:

- Learners: (380/480)
- Assessments: (202/450)
- Reassessments: (86/250)
- Bronze/Silver/Gold: (80/150)

- ✓ **Action:** The group were reminded to send out comms to their suppliers to encourage further engagement in order to increase assessments, reassessments and B/S/G status

- ✓ **Action:** SG to circulate example copy that partners can use to ask their suppliers to engage with the School.

8) Category Group Update

MT introduced this section with a plea to FM Group Partners to try to become more involved in the School's Category and Special Interest Groups. These types of groups have become a significant part of the School's delivery and it is essential to make sure that the FM voice is heard and its requirements included.

Plant group: Update provided as per the deck

Labour group: The group have launched the "People Matter Charter" which sets out 8 commitments on: EDI, skills & training, workforce culture, living wage, due diligence, labour legal requirements, labour exploitation and payments. The group were advised that they can sign up to this charter and encouraged to do so. The idea is to embed the requirements of the charter within organisations and require key supply chain partners to embed the requirements in their organisations and also sign up to the charter. Anyone who is interested in signing up can [email Helen Carter](#)

Waste group: The group looks at all points of intervention: client designer, subcontractors, contractors and suppliers. The group has conducted a survey to understand what school members and partners think of the waste resources available on the website. Work is in progress to advise School Partners and Members of materials exchange platforms. The aim is to create an interactive map that allows individuals to identify where these locations can be found, in a bid to gain more circularity and further re-use.

Two projects are in development focusing on plastics packaging:

- The first is a baseline survey of Partners' practice and knowledge in terms of their plastics packaging waste streams – this is being conducted in partnership with UKGBC and Zero Waste Scotland
- The second is a proposal to develop a more intensive examination of practice and data availability at site projects level – this is currently in discussion with Zero Waste Scotland and other potential partners with the initial focus likely to be on house building and fit out projects.

- ✓ **Action:** Group members to engage within these groups where possible.

9) Special Interest Groups (SIGs)

Procurement: The School is working with partners on the new "Performance through Procurement" project which will significantly increase the quality of procurement training materials and will use these to deliver training that will improve procurement approaches across the housing, infrastructure and local authorities supply chains. The group aims to train over 2,000 individuals from 740

organisations (at least 50% SMEs) with 1,100 learners face to face and over 900 learners using our “free to access” online learning library. The funding is £1.1m over 3 years starting 1st Nov 2019. Further details can be accessed on the deck and the group were informed to email [Antoinette Irving](#) if they want to get involved.

Wellbeing: The group were reminded to join this group as currently other than MT there is no FM presence within the Wellbeing SIG. For further information, email [Claire Bradbury](#)

Carbon: The aim is to drive a reduction in carbon emissions from the built environment. FM clearly has a significant role to play in achieving this objective. Detailed slides were presented in the meeting. For more information, email [James Cadman](#).

- ✓ **Action:** SG to share a list of individuals who sit on this group with Laura from Skanska
- ✓ **Action:** FM partners are encouraged to engage with this group if possible.

10) Business Plan 2020 – 2021

MT updated the group on the following strategic priorities that the Board has set for the School:

Priority	Why?
Upper School	Stay ahead of the need by expanding our knowledge.
Ambassadors network	Drive the pace of change through company agents for change.
Certified qualifications	To ensure quality of our training.
Relationship management	To ensure Partners do more to drive change and reduce risk of non-renewal.

MT talked the group through the business plan for 2020-2021 as outlined on the deck. The group were in broad agreement with the content of the business plan and were asked to start thinking about how they can support the School to meet their own objectives and deliver against these targets. Some of the key elements are as follows:

Engagement and training:

- 500 active members (*companies*)
- 150 attendees at 3 x ½ day targeted training events (*each event to feature at least one partner speaker, case study/s, and interactive session/s*)

- 180 attendees at 12 issue specific workshops
- 70 participants in webinars for Partners and supply chains
- 100 participants in the School's FM Annual Conference

Assessments:

- 250 assessments
- 100 re-assessments

Bronze / Silver / Gold:

- 150 suppliers to be Bronze, Silver or Gold
- Updating resources

One FM led event has already been planned for next FY. This will be a high profile "whole School" event in Peterborough focusing on responsible use of plastics and single use plastics reduction. The event is to be co-hosted by School Partners Anglian Water and EMCOR UK and is targeting an attendance in excess of 200.

- ✓ **Action:** FM partners are encouraged to approach AS now with ideas or requests to host and be involved in next FY's delivery programme
- ✓ **Action:** FM Partners are encouraged to attend the Anglian Water hosted Responsible Plastics event in Peterborough on 28th April and to encourage any of their suppliers or clients in the vicinity to do so as well.

11) AOB/future meetings

The group spoke about future meeting dates and agreed that these would take place on the following dates:

- 20th May 2020
 - 2nd September 2020
 - 9th December 2020
 - 17th February 2021
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- ✓ **Action:** SG to arrange meeting rooms with Bouygues if possible and send out all the calendar invites for the dates above