

**Attendees:** Ian Heptonstall (Action Sustainability), Graham Edgell (Morgan Sindall), David Picton (Carillion), Nitesh Magdani (BAM), Dale Turner (Skanska), Anna Baker (Sir Robert McAlpine), Amber Ritson (Cofely), Hilary Hurrey (Action Sustainability)

**Apologies:** Shaun McCarthy (Action Sustainability)

## 1. Notes of last meeting/ Matters arising

The actions from the last meeting were discussed.

Hilary Hurrey fed back that the database of strategic supplier lists stands at 14,300 records. Out of this there are 3,100 email addresses identified as a generic email (info@, office@ etc). The database represents 15 Construction, 7 FM and 3 Infrastructure partner lists. This database will be constantly changing as strategic supplier lists are added and refreshed. Significant work needs to be done on this over the next two months and we need to focus on strategic lists that will be typically 100 to 300 companies.

Ian Heptonstall reported back that a meeting with the CITB took place to finalise the five year strategic funding. There is now a phased funding each year which will mean the School will receive a higher percentage of the funding in year one (£900K) with £100K being received by year five.

### Agreed points

- The Operations Group need to consider the definition of a strategic suppliers so that there is a common approach to the lists of suppliers given to engage with the School.
- Partners should be encouraged to share what requirements they are asking of their strategic suppliers so that where there is cross over a common request is being asked. This would also reinforce where Partners are working collaboratively.
- When the School has a surplus of income against the agreed business plan this extra income will be ring fenced in a separate bank account.
- The School should consider reporting back to the CITB proactively and robustly.

### Actions

- ✓ Hilary Hurrey to ask the Operations Group to consider the definition of a strategic supplier.
- ✓ Hilary Hurrey to oversee the finalisation of the "strategic suppliers list".
- ✓ Ian Heptonstall to set up an 'escrow' bank account to hold School reserves.
- ✓ The School will offer to present quarterly reports to CITB and should aim to meet regularly with senior CITB Directors to report School progress.

## 2. School performance year to date – KPI'S 2015/16

Ian Heptonstall reported back on the KPI's to date. The only amber to consider was the percentage of members using action plans had stayed around the 66% mark for a while. The team will be pushing members to engage with their action plans in the last six weeks of the School financial year.

Also to note, the School has applied for the Construction Awards and the World Procurement Awards to date. The additional KPI which was set mid year of 2,500 active members has been added to the slide and the School is currently on 2,263.

### 3. Special Interest Groups Progress

Ian Heptonstall updated the Board on the SIG's and summarised the outputs to date.

It was noted that the Social Value Group will run over by a month to achieve agreed outputs and the Performance Measurement Group will over run three months.

Graham Edgell provided an update on the Materials group. – looking at self funding; 4 members have expressed interest. Graham to put proposal / business case together with group for the Board to consider outputs and funding. Not materials scarcity (BRE crossover). Immediate output list of materials being recycled within industry.

#### Agreed points

- It was agreed that the Materials Group does have scope for longevity and the current group have some solid expressions of interest for funding.
- It was agreed that the Materials Group should work with Ian Heptonstall on putting together a business plan, revised Terms of Reference and proposal for consideration for the Board. Ian Heptonstall to provide a business plan and proposal for the Board to consider its future.
- Helen Carter will be taking over the Secretariat role for the Materials group.

#### Actions

- ✓ AS to help with locating a venue for the Materials Group meeting on Monday 22<sup>nd</sup> February.
- ✓ Materials Group to submit a business plan and proposal for the Board to consider.

### 4. AGM Format & Agenda

Ian Heptonstall presented the draft agenda for the AGM and the Board considered the first draft of the values.

#### Agreed points

- The Board agreed the agenda for the AGM but to swap round item 7. Comments of School Values with Item 8. Business Plan.
- The Board should speak at the AGM on various agenda items.
- The Values were considered and it was felt that they reflected the Vision too much and needed to be more ambitious. It was felt that the core values should reflect concepts such as: education; supply chain; daring or audacious; challenging (the status quo), collaborative, inspiring, change makers.
- The AGM needs to be 'interactive' as much as possible. The Partners will be asked to comment on the values in a workshop style format.

#### Actions

- ✓ Ian Heptonstall to make amends to the agenda and suggest which Board Members speak on which items.
- ✓ A FIR update will be added to the agenda.
- ✓ Ian Heptonstall will make amends to the values and ask the Board to comment prior to the AGM.
- ✓ Ian Heptonstall will suggest ways in which the Partners will feed back on the Values and to consider how to present the Values, Mission statement and Vision for the School.

## 5. Board Elections – Resignation and Process

Ian Heptonstall talked through the current election process which includes a process for a tie.

### Agreed points

- The Board agreed the process.
- There should be communication on how the current Board is made up in terms of skill sets during the process, and to reinforce that the Board require engagement, commitment and contribution.
- It was agreed that Members can promote themselves at the AGM.

### Actions

- ✓ Ian Heptonstall will draft up the communication on the current Board.

## 6. School Vision – Delivering the vision

- A. Reflect on the new Vision
- B. Delivering our vision – what the statements of intent mean
- C. Timetable for delivery
- D. Resourcing – People, IT, Knowledge and Finance
- E. Budget and Partner fees
- F. Measuring our performance

Ian Heptonstall presented the Vision and the business plan 2016/17. As with the Values the Vision was felt 'safe' and the statement reflects where the School is today and needs to be more inspiring.

### Agreed points

- Too safe needs a tweak. Statement reflects what we are today; need to make inspiring.
- The journey of where the School used to be, what the School does now and where the School wants to be needs to be reflected.
- There needs to be a focus on Wales and Scotland and essentially leadership groups formed in these areas. It was agreed that there is appetite but not necessarily both groups formed this year.
- The Board agreed the new payment structure to incorporate the One School Vision and the potential eight groups that Partners can join.
- The fee for mid-sized contractors and suppliers of £7K should apply to only those who have a turnover of under £50M.
- The number of events is high and the groups need to consider reducing them down and incorporating a contingency.

### Actions

- ✓ Ian Heptonstall and Amber Ritson to make the small amends to the Vision wording to make it more inspiring.
- ✓ Ian Heptonstall, Amber Ritson and Nitesh Magdani to discuss how to best present the Vision and values at the AGM .
- ✓ This will be presented at the AGM as a 'living document' and ask for feedback. The Board will then revisit.
- ✓ The Vision to be added to Board agenda in future to revisit.
- ✓ Action Sustainability to revisit number of events each group is delivering.

- ✓ Emma-Jane Allen and Mark Turner to create a maturity matrix for Partners to indicate sort of engagement and activities.
- ✓ Dale Turner to send across Skanska's procurement model for the maturity matrix.

#### **7. AOB**

The Board asked Ian to pass on their best wishes to Shaun at this most difficult of times for him and his family.

Ian to drop a note of thanks to Jon May for his contributions to the Board and wish him well in Australia.

Board meetings will run from 10am – 1pm.

#### **Next meeting:**

May 2016, to be confirmed (date change due to diary clashes).