

**Attendees:** Chair: Shaun McCarthy (Action Sustainability), David Picton (Carillion), Nitesh Magdani (BAM), Dale Turner (Skanska), Shamir Ghumra (BRE), Keith Chanter (EMCOR), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Graham Edgell (Morgan Sindall), Anna Baker (Sir Robert McAlpine), Richard Bayliss (CITB).

**Apologies:** Caroline Johnstone (Galliford Try), Kieran Brocklebank (United Utilities)

### 1. Progress against actions

Richard Bayliss from CITB was introduced and welcomed to the Board.

Ian Heptonstall reported that all actions were complete or in progress. None of the in progress items were seen at risk of not being completed. The School is in conversation with The Carbon Trust and UKGBC regarding a 'carbon month' but no date fixed as yet.

Shaun McCarthy updated the group around the research projects. There will be a research proposition session for research money provided by United Utilities early in the New Year. Then future research propositions sessions will take place following that.

### 2. Operational Update

Ian Heptonstall highlighted the risk areas on progress against KPI's which was mainly around the re-assessments. There are several new Partners this month as highlighted as well as successes in various groups such as the Homes group now has four out of five of the key house builders on board.

The KPI around Impact of Learning has been split to show the results for workshops separately to the supplier days. The quality of training remains high however the targets around relevancy have not been achieved as of yet. This is more challenging and part of the reason is learning new markets and managing expectations e.g. the Homes market. We should also note that this is the first year data has been collected on this, thereby setting our benchmark for the future.

#### Agreed:

- ✓ The key risk areas are around the self-assessments and re-assessments however the change to the "One School" approach and web portal will potentially have an interesting effect on figures.
- ✓ Though assessment and re-assessments are a route to learning through the School however there are other indications such as the number of elearning downloads and the percentage increase on scoring.
- ✓ It was agreed that the comments sent through by Caroline Johnston prior to the meeting regarding the KPI's was more an issue for the Operations Group, but it was noted that Ian felt that targets needed to be stretching and at only 7 months into a 12 month year we still have time to achieve most if not all of these targets.

#### Actions:

- Ian Heptonstall will speak to Keith Chanter regarding Sodexo and helping to reengage them with the School.

### 3. Management Actions – delivering our Vision

Ian Heptonstall asked the group for any comments on the information that had been sent prior to the meeting.

The risk area was around the engagement with designers and architects. There had been progress through the running of events and the launch of the RIBA DfMA Overlay to the Plan of Work, however there has been a struggle to access the market. In addition to this several meetings have happened with designers however the value proposition was not strong enough yet to attract a designer as a Partner.

**Agreed:**

- ✓ Ian Heptonstall will create the business case and work with Graham Edgell to develop the proposition.
- ✓ It was agreed that the Homes and Infrastructure markets were the best markets to target for designers and architects. Though the type of designers in each market will differ.
- ✓ It was important to continue to engage with RIBA and UKGBC as well as investigate other trade associations.

**Actions:**

- Ian Heptonstall will draft a value proposition and share with the Board for comment and agreement.

#### 4. Welsh School Update

The Welsh School has been progressing well and funding has been secured by Neath & Talbot College as well as regional Partners around the table.

There are plans now to launch the Welsh arm of the School which will take place in the South Eastern region, South Western region and North Wales. All Partner had been asked to supply key supplier lists.

**Agreed:**

- ✓ It was agreed that the use of the Welsh Language on the School is important for engagement of key stakeholders \ clients such as Welsh government.
- ✓ The concept of a regional model is working and should be replicated for other areas. The next area of focus is Scotland.

**Actions:**

- Richard Bayliss will discuss with Ian Heptonstall who is best placed from CITB to support the group.

#### 5. Managing knowledge within the School

Hilary Hurrey presented how the resource library is managed.

**Actions:**

- Hilary Hurrey to investigate how the resources and elearning within the School can be rated.
- Hilary Hurrey to investigate bounce rates and open and close rates on the resource library to give insight on how people learn.

- The annual survey should include information on members profile so that there is more understanding of the audience using the School.
- Richard Bayliss to report back to the group on the findings of the research which the CITB are involved in on the gamification in training once it is final.

## 6. Material Group Progress

There were two key areas of discussion which were evidencing sustainability goals and supply chain mapping:

### 1. *Evidencing sustainability goals.*

The discussion around *evidencing sustainability goals* derives from the fact that the School and the Partners will need to at some point evidence how the School has impacted the supply chain, therefore how is the School measuring it.

#### **Agreed:**

- ✓ It was proposed that the Sustainability Tool was a means to do this which will then illustrate how the School is the place to go to evidence impact upon the supply chain.
- ✓ It is important to understand what other organisations are doing in the industry to ensure no duplication (e.g BTIC, CPA etc).
- ✓ This should be considered as a Special Interest Group with Terms of Reference agreed by the group once formed.

#### **Actions:**

- Ian Heptonstall to produce a one page business case statement. It is to be clear that it is gathering data on performance and how it is effecting the supply chain not a PQQ exercise. This is to be circulated to the Board by 25<sup>th</sup> November for comment.

### 2. *Supply Chain Mapping*

The discussion was whether the School could be used as a platform to run the exercise. Caroline Johnson had made the point in her notes that this exercise was aimed at Partner benefit not members benefit.

#### **Agreed:**

- ✓ The School can be used as a resource to scope the scale of the exercise and as a result then understand how the exercise would be undertaken and what the cost and resource implications are.
- ✓ Shamir Ghumra reported that there are other similar exercises going on (such as with BRE, CIOB, CIPS etc) so it is important to not duplicate but work collaboratively with these organisations.
- ✓ This should be considered as a Special Interest Group with Terms of Reference agreed by the group once formed.

#### **Actions:**

- Ian Heptonstall to produce a one page business case statement. This is to be circulated to the Board by 25<sup>th</sup> November for comment.

## 7. Business Planning 2017

Ian Heptonstall reported back to the Board on the progress with the School Business planning process. The Board were asked to review the documents prior to the meeting with the aim to ensure that the leadership groups were not out of scope and to comment on progress to date. The next stage will be for the leadership groups to work up more detailed business plans.

The common agreement amongst all groups was that there was more of a need for increased engagement and impact than driving numbers up. There was also a discussion on how the budget should be split.

### Agreed:

- ✓ Richard Bayliss commented that the CITB targets were sufficient to demonstrate impact of project. However over the five year period if there was the potential to demonstrate impact in a better way then there is the possibility to change certain deliverables following the correct procedure with the Claim team.
- ✓ The idea of a 'hotline' so that members could feedback to the School was discussed. This could take the form of a live chat, telephone number, online forum etc. This was not within scope of current development work or budget, but can be considered for next year.
- ✓ The two areas of measurement and supply chain mapping should be funded separately as above.
- ✓ Specific budget to be given to the Infrastructure, Offsite and Homes groups to engage with designers (specific to those groups as the needs differ).
- ✓ The budget should be split with an equal core amount given to each group and a separate amount which is central and can be used upon Board approval.
- ✓ The objectives for each group should be sent in advance to the Board for consideration at the next meeting.

### Actions:

- Hilary Hurrey to look at the potential of allowing members to feedback to the School and look at how this would work and be resourced.
- Graham Edgell to map out what is meant by Innovation (Market Place - point raised by the Infrastructure group).
- Ian Heptonstall to go back to each leadership group with a suggested quantum of what is invested in as well as potential impact and consumption of resource.

## 8. Any other business

- The date of next meeting was confirmed as 18<sup>th</sup> January 2017.
- Hilary Hurrey will be sending out calendar invites for 2017 dates. **If any Partner wishes to host a meeting please contact Hilary on 07469 140799.** We are looking for venues for all 2017 dates.
- Nitesh Magdani will look to see if BAM can host the 9<sup>th</sup> March meeting and confirm to Hilary Hurrey.
- The School AGM is taking place on Friday 24<sup>th</sup> March (a calendar invite has been sent to the group) in London.