

Attendees: Chair: Shaun McCarthy (Action Sustainability), Nitesh Magdani (BAM), Keith Chanter (EMCOR), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Kieran Brocklebank (United Utilities), Graham Edgell (Morgan Sindall), Richard Bayliss (CITB), Caroline Johnstone (Galliford Try, via Skype).

Apologies: Anna Baker (Sir Robert McAlpine), Shamir Ghumra (BRE), Dale Turner (Skanska).

1. Progress against actions

Hilary Hurrey reported against the progress on actions. The majority were complete.

Richard Bayliss feedback regarding the CITB Board and Councils. Steve Fox, BAM Nuttall sat on the Board and could be a potential School champion. The Chairs to the Council's had been elected and were from: Clancy Docra (England), Bouygues (Wales) and Robertson (Scotland). Applications to the Board and Councils were closed however applicants were welcomed should there be an interest from School Partners.

Agreed:

- ✓ It was agreed that one of the Partner members of the School Board should put apply to sit on the CITB Board.
- ✓ Graham volunteered to be put forward, but we should also ask the 3 absent members of the board first.

Actions:

- Richard Bayliss to send through details on time commitment and a link to apply to the CITB Board.
- Anna, Dale and Shamir to advise if they would want to be considered for this role.
- Action Sustainability are already, and will continue, to engage with Bouygues and Robertson conveying the message to the council members the value and impact the School can provide.

NB: Richard Bayliss did update Hilary Hurrey separately that the Innovation hub would be announcing before the end of July successful bids. He will feed this through once the announcement has been made. The School has supported the joint bid by BRE, MTC and Cambridge University.

2. Board Elections

Ian Heptonstall gave an overview of each candidate who applied for the Board position.

Agreed:

- ✓ It was agreed that each applicant will be interviewed as part of the selection process. Kieran Brocklebank and Nitesh Magdani will conduct the interviews.
- ✓ Following the interviews, the final shortlist will then be published onto the website and elections will start.

Actions:

- Hilary Hurrey to liaise with Kieran and Nitesh regarding dates and organise the interview slots with each applicant.
- Once the interview dates are set the timescales will be adapted as necessary to allow for Partners to vote.

3. Category Groups

Shaun McCarthy updated the group on progress to date on the Category Groups. The discussion then moved to whether a new category group should be formed.

Agreed:

- ✓ There needs to be representation from each sector group in each of the category groups e.g. An FM Sector Partner who sits in both, to allow for better communication between all the leadership groups and the category groups. The groups are currently too infrastructure represented at present.
- ✓ A new category group could be formed in the next financial year due to the success of the groups to date.
- ✓ The criteria for a new category group should be: ability to address sustainability impacts; brings value to the Partners that sit in that group, will be self-financing.
- ✓ The School's leadership groups should be asked to put forward suggestions when they next meet, which will then be considered at the Materials/ Resources Group when they meet in late autumn.
- ✓ IH raised the issue of giving value to our primary product manufacturers (Hanson, AI, Tarmac, Marshalls, Tobermore). Agree we need to do more for them.

Actions:

- Graham Edgell will speak to relevant representatives on the other leadership groups to encourage them to join the Category Groups.
- Shaun McCarthy will write a half page paper which outlines the criteria for choosing the next Category Group.
- Once the criteria paper has been finalised, this will be distributed amongst sector groups via the Sector Managers for recommendations for the next Category Group. These recommendations will then be discussed at the Materials/ Resources Group when they meet in the autumn.
- Graham Edgell and IH to convene a meeting of the primary product partners and ask them what we can do better to meet there needs.

4. Wellbeing

Ian Heptonstall presented this item and summarised the paper circulated. Discussion then took place as to whether the School should tackle the subject of wellbeing; what and how.

Agreed:

- ✓ It was agreed that this is something the School should pursue.

- ✓ It was also agreed that we need to be really clear what we mean by wellbeing and help others to understand that Wellbeing can be:
 - The wellbeing and productivity of people in buildings
 - The welfare of workers on construction or FM sites
- ✓ In both areas we need to understand who is already active and not just limit it to UKGBC and Mates in Mind.
- ✓ Wellbeing in buildings could be considered as an **interiors category group**.

Actions:

- Action Sustainability are to develop a proposal on how to take the subject of wellbeing forward in both routes. This will then be discussed in more detail at the next meeting.
- All Board members to feedback potential support organisations similar to Mates in Mind that they may already use/ engage with in their own organisations.
- Richard to send through details of CITB funded mental health provision

5. Increasing the scope of learning

Ian Heptonstall presented this item. There is a need to build a strategy for growth underneath the vision.

Agreed:

- ✓ It was agreed that this topic was very important and requires a full day to scope out:
 - What direction does the School want to grow in?
 - What is the growth?
 - What does success look like to Partners in 2025? What will the supply chain look like?
 - There should be long term risk built into this session and noted onto the risk register.
 - The Horizon Group should feed into the session to understand what the emerging areas are.

Actions:

- Hilary Hurrey to send out a doodle poll to establish a date in October for this session.

6. Web platform development

Ian Heptonstall reported to the Board that the IT Deliver Partner, Itineris are moving away from delivering and supporting the .NET programming language. This has a significant affect on the School as it has been built in .NET.

Action Sustainability (AS) has already started the process to find out alternative providers for the various elements of the School. In the short term (1 to 2 years), Itineris are continuing to provide

support for the School to ensure it is functioning properly. However, they will not take on any further development work.

Actions:

- Ian Heptonstall will provide a full proposal for the next meeting on recommendations so that informed decisions can be made on the medium and long term decisions.

7. Operational Report

Keith Chanter feedback on the points raised by the Risk Register sub-committee.

Agreed:

- ✓ It was agreed that the current legal status of the School and Board was fit for purpose and there was a lack of clarity of why this was considered and issue in the first place.
- ✓ The information provided prior to the meeting to the Risk Group and at the meeting around staff turnover was adequate.
- ✓ A longer contractual period for Partners would not be pursued. This was also discussed at the Operations Group meeting who felt it was unnecessary and would be difficult to enforce. It was suggested that the best way to mitigate risk of Partners leaving was to provide value and ensure visibility at CEO level. It was agreed that we should stage (three) meetings for CEO's of current Partners to attend. The workshops would focus on the value and impact the School provides.
- ✓ The SLA for Itineris was covered in the last item. The current SLA terms are [here](#). With the move away from Itineris to new platforms and a change in how the IT support and delivery of the School, the risk will in the short term rise but in the medium term be reduced from a reduction on reliance on one organisation.
- ✓ Cyber security & GDPR – It was agreed that all necessary steps have been taken and the risk can be downgraded.

Actions:

- AS to organise and set up the CEO workshops.

8. AOB & Date of the next meeting

The new Knowledge Manager, Robyn Kelly, is starting on Monday 3rd September. Kieran Brocklebank kindly offered to buddy Robyn up with the United Utilities Knowledge Manager.

Hilary Hurrey to also ask Dale Turner if Skanska have a Knowledge Manager that we could do the same with.

The date of the next meeting is Tuesday 18th September 2018, 10am – 1pm at Morgan Sindall Offices, 16 Noel Road, London W1F 8DA.

Please note this is a change of venue as Kent House will be closed for refurbishment.