

Date: Wednesday 10th April – 10.30am – 12.30pm – John Sisk & Sons Canada Gardens Project Office, Engineers Way, Wembley, London, HA9 0EG

Attendees: Steve Watson (*Willmott Dixon*) - Chair, Sarah Ross (*Advante*), Tom Woods (*Alstom*), Sophie Cannon (*Balfour Beatty*), Anne Smales (*Bouygues UK*), Steve Poole (*John Sisk & Sons*), Tom Finnegan (*Kilnbridge*), Dermot McDermot (*Kilnbridge*), Janet Hector (*McGinley*), Matt Nichols (*Reconomy*), Emma Ward (*VolkerWessels UK*)

Apologies: Jesse Putzel (*BAM*), Bob Wolstenholme (*Bovis Homes*), Iain Casson (*Kier*), Jon Gray (*Aggregate Industries*), Patrick Guest (*Arnold Laver*), Iain Casson (*Kier*), Andy Fulturer (*Lendlease*), Steve Attfield (*Marshalls*), Graham Edgell (*Morgan Sindall*), Natalie Wilkinson (*NG Bailey*), Dale Turner (*Skanska*), Cara Palmer (*Wates*)

Please note these meeting notes are to be read in conjunction with the final slide deck as included with these notes as circulated to all.

Meeting notes

1. Welcome and introductions

- ✓ **Sara Ross, Client Operations Manager**, was introduced to the Group as the representative for **Advante**, a new Partner to the Group
- ✓ **Tom Woods, Project Manager**, was introduced to the Group as the representative for **Alstom**, a new Partner to the Group
- ✓ **Tom Finnegan, Business Development Director**, and **Dermot McDermot, Managing Director**, were introduced to the Group as representatives for **Kilnbridge**, a new Partner to the Group
- ✓ **Janet Hector, Mobilisation Manager** was introduced to the Group as the representative for **McGinley Support Services**, a new Partner to the Group
- ✓ **Matt Nichols, Sales Director**, was introduced to the Group as the representative for **Reconomy**, a new Partner to the Group

The Group also extended their thanks to John Sisk & Sons for providing the venue for the meeting (*and a surprise lunch!*)

2. Agree minutes of last meeting

Minutes from the last meeting were agreed.

3. Review outstanding actions

An update was provided to the Group with regards to outstanding actions as below:

Outstanding actions:

- **Partners to recommend best practise examples of sustainable innovation** that the School could contact with a view to inviting them to speak at future SCS events to inspire our members to look at opportunities to innovate to tackle sustainability issues, and to create some video content to be available on the School site – Ongoing – *BAM have proposed Whitecroft Lighting and Bouygues UK proposed a refresh of the existing Protec example to include new innovations.*

- **Partners to consider and action the “critical tasks for Q1” as agreed in the business plan** – Ongoing – *this was discussed later in the meeting. See section 4 for an update.*
- **Supply Chain School to circulate booking link and overview of the Sustainable Timber roundtable event schedule for 22nd May** – Complete. The event will feature insights from Morgan Sindall on Building for the Future, Timber Trade Federation on sustainability, legality and responsible sourcing, Arnold Laver, Stora Enso, and facilitated table discussions on responsible sourcing and closing the loop.
- **Supply Chain School to provide an update on partnership agreement with Considerate Constructors Scheme** – Complete - *Following on from a meeting with CCS in 2018, and subsequent discussions, CCS have declined the opportunity to become a knowledge partner to the School, , however we have each committed to working jointly together on appropriate projects e.g. Spotlight on plastics and on collaboration through the waste category group*

Emerging Actions / Comments:

- **Partners** to circulate the diary invitation and [event booking link](#) for the Sustainable Timber roundtable event on 22nd May to colleagues and regional contacts.

4. Operational Update

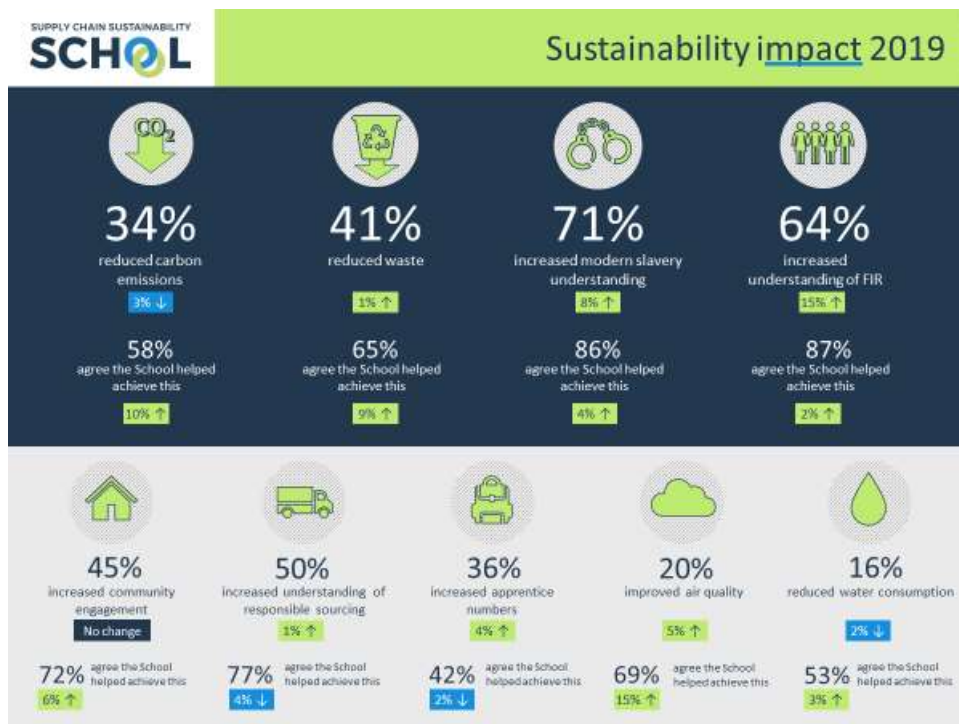
The Group were provided with key updates in relation to the wider School as per the issued pre-read. For full details please review these slides, however, key points are highlighted below:

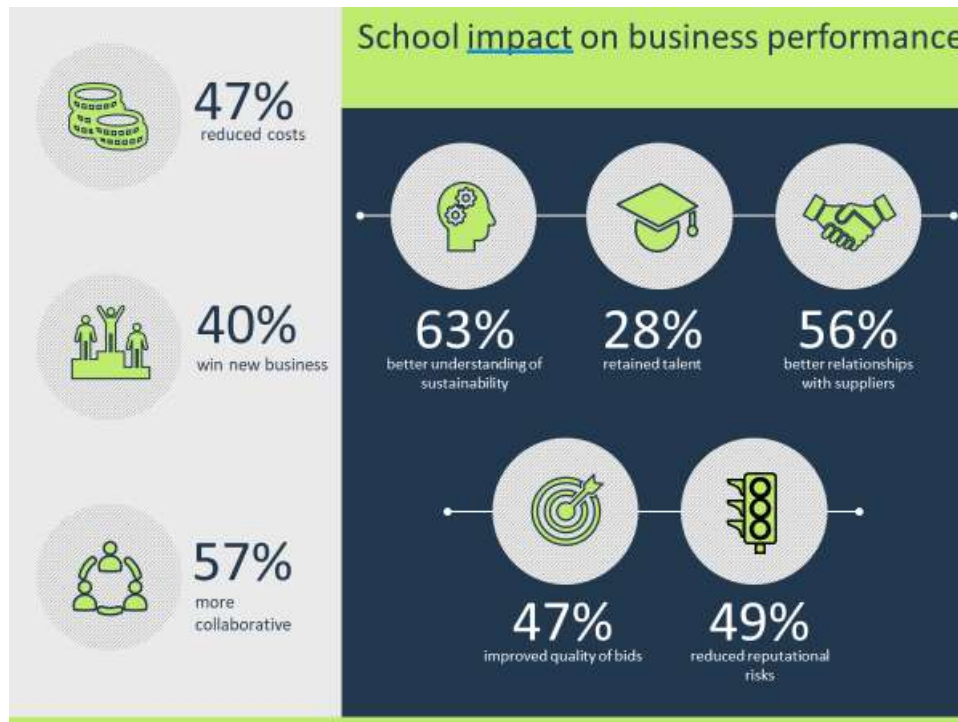
Partners

The School now has 87 Partners, welcoming: Advante, Alstom, Bovis Homes, HE Simm, Kilnbridge and Yorkshire Water since the Group last met

Impact Survey

The School’s annual impact survey has now been analysed and the results are illustrated below. Over 888 respondents took part this year, an increase of 48% and the overall results were very pleasing. For full information in the impact survey, please do see the [School Impact Report](#).





5. New School Web Platform

Following on from previous demonstrations, and the live update during the School AGM, the Group was provided with an update on the development, look and feel of the new School platform.

Key Points:

- The new School platform development is nearing completion, and the School team are soon to be entering the testing phase of development
- The new School branding will be released to coincide with the new web launch
- This new branding is fully AA accessibility compatible
- Partners comms are being released on a weekly basis to introduce Partners to the new platform and its capabilities and all Partners will be invited to participate in webinars which will introduce the new site and reporting capabilities to them
- An overview of key “new” Partner features includes:

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

- An overview of key “new” member features includes:

 Corporate Use	 Company Dashboard	 Individual Use
<ul style="list-style-type: none"> • Reminder emails when membership level due to drop • Automatic emails when a colleague requests to join the corporate account • Distribute resources in an action plan to your colleagues • View “user profiles” within your corporate account • Remove historic users from your corporate account without deleting assessment information 	<ul style="list-style-type: none"> • Visual dashboard • View self-assessment renewal dates • Membership level highlighted on corporate dashboard homepage • View progress towards next membership level • Cumulative information on company activity • Monitor company progress against industry standards • Notification of client requirements 	<ul style="list-style-type: none"> • Ability to view past activity • Track progress against individual action plans • CPD certificates stored in dashboard • Request admin rights from colleagues • Tailored progression pathways • Ability to rank / rate resources • Add event registrations to your personal calendar and cancel attendance • Maintain your individual learning log when moving companies

6. Critical Tasks for Q1

The Group shared progress / plans in relation to the critical tasks for Partners outlined in the business plan.

Exemplar Project Case Study - “Propose exemplar project case study ideas that highlight collaboration through the value chain to deliver sustainable outcomes”.

- **BAM** have suggested Whitecroft Lighting on circular economy, and will be following this up

- **Reconomy** have recently delivered a work experience recycling scheme in Derby, in which female prisoners deconstructed street lamps so that they could be recycled and reused as opposed to going to landfill
- **Advante** have recently developed a cable free site cabin which is currently being trialled on site with Willmott Dixon

Client Engagement - *"Each Partner to approach 2-3 clients to engage in the School and report progress to Group"*.

- **John Sisk & Sons** have already done this and Quintain will hopefully be supporting the London Breakfast Briefing in July
- **Willmott Dixon** have reached out to numerous clients but find the challenge is to engage and convince the client to participate.
- The Group agreed that there is a different dynamic between Partners and their Clients, and the dialogue may take a bit longer than anticipated
- It will help if Partners have a summary one pager about benefits to clients and why they should engage in the School

Client Workshop - *"Identify theme and target clients to attend client workshop"*.

- The Group agreed that this session would need to focus on an issue where the benefits of clients engaging with the School would be tangible (e.g. Social Value would probably be too nebulous in this instance)
- Helen Carter recommended topics such as: Modern Slavery and Biodiversity

Impact Survey Results - *"Send impact survey results to priority suppliers with clear call to action"*.

Partner Action Plans - *"Agree action plans with the School team re-engagement"*.

- This is ongoing and the Group will be contacted by EJ to arrange these meetings

Actions:

- **BAM to:** Follow up with Whitecroft Lighting in relation to their best practise example case study
- **Reconomy to:** Provide the School with an overview / update on their lantern recycling scheme
- **Advante to:** Provide the School with an overview / update on their cable free site cabin project
- **Balfour Beatty to:** Liaise internally re: a project which won numerous sustainability awards to see if it can be publicised

- **Partners to:**
 - Continue to contact clients to engage in the School (Ej will produce a one pager to help with this)
 - Report progress (which clients have been approached etc) to EJ
 - Consider which potential workshop topics would be of most interest to their Clients and feedback to EJ

- Issue impact survey results to their priority suppliers to engage them and encourage them to join the School / engage more with the School
- **School to:**
 - Develop a single page brief on the benefits of Clients engaging with the School; for Partners to use to help facilitate discussions clients
 - Share developments from the Infrastructure Group’s client sub-group which has already met
 - Share the full impact survey results with the Group and draft a piece of comms for Partners to adapt and issue out to their priority suppliers

7. Collaborative Supplier Training Events 2019 - 2020

The Group was provided with an update on the proposed event schedule for the Construction Group in 2019 / 2020 with a view to confirming speakers and regional support for as many of these as possible.

When?	Where?	What?	Speakers BOLD = confirmed
22 nd May	Birmingham	Sustainable Timber	Arnold Laver, Waugh Thistleton, Morgan Sindall, Timber Trade Federation
2 nd July	London	Air Quality	TfL, Stroma, Tobermore, Sisk? Quintain? Flannery Plant Hire?
TBC – 17 th July	Cardiff	SEWSCAP 3	Marshalls, SEWSCAP 3
25 th / 26 th September	Sheffield	Social Value / Regional Priorities	BAM? Sheffield City Council? Marshalls?
TBC Oct	Midlands	Offsite / Construction	TBC
9 th January	Manchester	Social Value / Regional Priorities	Lendlease? Manchester City Council? Bruntwood? Supplier case study?
TBC Feb	Glasgow	Regional Priorities	TBC

Actions:

- **Partners to:**
 - Confirm at which events you / colleagues are willing to speak about your regional priorities, and the implications for your supply chain
 - Maximise opportunities to upskill your supply chain at these events and invite your sub-contractors and supply chain members to attend (using copy provided by Becky)
 - Encourage your regional colleagues to attend and provide representation on the day to take part in table discussions

8. Plant Category Group

Helen Carter, Senior Consultant for Action Sustainability, attended the meeting to provide the Group with an update as to the Plant Group, which has been running with a selection of School Partners for the past 18 months. Full slides will be circulated with these minutes, however, for some key information, please see below.

Key Points:

- Partners currently participating in the Plant Group: Highways England, Costain, Aggregate Industries, WP Group, A Plant, Osborne, Lundy Projects, John Sisk & Sons, Balfour Beatty, Clancy Group, Kier, Morgan Sindall, Speedy Services, GAP Group, Elliott UK, Willmott Dixon, Volvo, Telford Homes, Carmichael UK, Skanska, L Lynch, Advante
- Manufacturers consulted: Komatsu, HGI, JCB, CAT, Kubota, Makita, Prolectric, Volvo, Wacker Neuson, Trime
- Minimum Standards will soon be published to help the supply chain minimise the financial implications of poor plant – these look at current standards and on to 2025
- The Group will also look to develop training for operatives re: best practise usage and management of plant to improve lifecycle costs
- Having completed materiality assessments for sustainable plant, the Group is just about to begin a piece on the financial implications for plant re: new air quality targets from cities
 - The Construction Group can assist with this in sharing what their clients are looking for re: emission reduction and air quality improvements
- The aim for this Group is a consistency of measurement across the industry, so that information is clear and defined for all contractors and can be disseminated down throughout the supply chain
- Looking ahead beyond 2020, the Group may consider creating a library of which plant hits which sustainability standard; which the Partners could use for their own sites – however, heavy manufacturer buy-in would be required for this, so it cannot be considered a short-term objective

Actions:

- **Partners to:**
 - Consider recommending a colleague to sit on the Plant Group moving forwards (*meetings may move to virtual meetings in the future, so less time would be required from individuals*)
 - Contact Helen@actionsustainability.com with the name of individuals who would like to receive updates from the Group, but are unable to participate in meetings
- **School to:**
 - Issue the Group with the slide deck from the Plant Supplier Day (22nd March 2019) – these can be found [here](#).
 - Create and circulate a one-page document introducing the Plant Group, for Partners to circulate internally

9. Labour Category Group

Helen Carter, Senior Consultant for Action Sustainability, attended the meeting to provide the Group with an update as to the Labour Group, which has been running with a selection of School Partners for the past 18 months. Full slides will be circulated with these minutes, however, for some key information, please see below.

Key Points:

- Partners currently participating in the Labour Group: VGC, Danny Sullivan, Fortel, Skanska. Morgan Sindall, TfL, National Grid, Network Rail, O’Neill and Brennan, John Sisk & Sons, Kier, Bouygues UK, Aggregate Industries, Sir Robert McAlpine, VINCI, Morson, McGinley, Flannery Plant Hire, Murphy Group, Highways England, Hercules, Costain, VolkerWessels UK, HE Simm, Menfor Group
- The focus area for this Group has been on; which standards should be in place and what are the current issues in relation to supply
- As per the Group’s original terms of reference a “People Matter Charter” will be rolled out in 2019, alongside an organisational commitment for Partners (and other industry members) to sign up to
- It has been agreed that the charter will be split into “commitment” and “intent” categories
- It was agreed that getting the Partners to sign and commit to the charter will be but the first step – making sure that it gets embedded and pushed down through the supply chain will be the challenge
- The current charter contains 8 commitments (*please see attached proposed charter for full information*), although an addition of a ninth element, concern mental health and wellbeing is also being considered
- Currently, all Partners are being asked to feedback on the proposed charter; feedback will then be collated and built in to the final charter, ready for implementation
- There will also be a need to engage industry stakeholders and federations with the charter, and the Group is planning to host an engagement workshop in May / June to facilitate this

Actions:

- **Partners to:**
 - Consider the draft “People Matter” charter, circulated with these minutes
 - Complete the stakeholder feedback document (using the comments already provided in the “stakeholder feedback spreadsheet” as a guide) and send to Helen and EJ by the 1st week of May
 - Consider recommending a colleague to sit on the Labour Group
 - Contact Helen with the name of individuals who would like to receive updates from the Group, but are unable to participate in meetings
- **School to:**
 - Issue the Group with the draft People Matter charter document, the stakeholder feedback spreadsheet, and the feedback form for completion

- Consider running an “Implementation Workshop” once the charter has launched / been signed. This will not comprise an audit, but will give Partners all the possible evidence for compliance so that due diligence can be done internally
- Create and circulate a one-page document introducing the Plant Group, for Partners to circulate internally

10. AOB

Supply Chain School

The Group was given an update on the first meeting of the new Waste Category Group, which was a success. A proposal around next steps has been submitted to all attendees with feedback due by 19th April. The group will be splitting into sub-groups covering key topics, namely covering some key topics, namely: Mapping & materials; Procurement and supply chain engagement; and Measurement and reporting.

11. Close

Date of Next Meeting: Thursday 27th June – 10.30am – 12.30pm

Willmott Dixon Interiors, 32 Farringdon Street, London, EC4A 4HJ