

Date: Tuesday 10th December 2018 - VolkerWessels UK, Glasgow + Edinburgh meeting rooms, Floor 1, 50 Farringdon Road, London, EC1M 3HE – 14:00 – 15:30pm

Attendees: Shaun McCarthy (Action Sustainability), Dale Turner (Chair, Skanska), Richard Frost (Tarmac), Mark Cassidy (J Coffey), Erica Russell (University of Surrey), Robyn Kelly (Action Sustainability), Ben Rowe (Volker Wessels), Tom Yates (Balfour Beatty), Nathalie Ritchie (National Grid), Alice Hands (SRM), Stuart Coates (TfL).

On the phone: Niraj Mistry (Stroma), Alison Bettany (Emcor UK), Helen Bloxham (Kier)

Meeting notes:

1. Brief update on programme:

- Dale Turner (DT) chaired the meeting and Shaun McCarthy (SM) facilitated the meeting.
- The group introduced themselves as the representatives of the companies present.
- SM displayed and introduced the spreadsheet that has been circulated to the group and outlines the desired outcome for today's meeting. SM explained how he has prioritised videos and e-learning modules for building a learner journey.
- Group discussed the idea of ranking or rating the resources in order to steer users towards the most useful, considering there is such a large number of resources – perhaps some mandatory subjects to cover.

Action 1: SM to collate resources to encompass: core (mandatory), advanced and optional (job specific) categories.

2. Feedback on key resources from Working Group:

- Natalie Richie (NR) gave feedback: Embedding Sustainable Procurement e-learning module – useful and important information with good links to further resources. Quiz questions are not easy to work out on review. Glitch with “Complete the Sentences” questions.
- NR: Local and SME Spend in FM e-learning module – positive feedback, possibly could be more concise. Interesting and relative to NR as she works in this area.
- NR: Project Management e-learning module – Generic training, not for procurement, repetitive, could be condensed. Probably not for the core stage.
- Alison Bettany (AB) gave feedback: Supply Chain Management e-learning module – very relevant for those that work in construction.
- AB: Engaging a diverse supply chain e-learning module – professionals from outside construction industry may be put off as it's geared towards that.
- AB: Local and SME Spend in FM e-learning module – needs updating (mentions Interserve), small sections need review.
- AB: Overall, content of e-learning modules is good but is construction-specific
- Niraj Mistry asked the group “How comfortable are we with BIM?” - We may need more BIM content as comfort level is low.
- SM expressed desire to keep this group going in some form to continue to address arising questions such as BIM, from the procurement perspective.
- Tom Yates (TY) gave feedback: Heatmapping e-learning module: exceptionally useful for small organisations but for larger organisations it may not be required, except for the most senior, therefore not a core priority.

- TY: Competitive Advantage Through Business Ethics e-learning module: difficult but good as TY really felt like he learned something concrete.
- TY: Modern Slavery e-learning module: well structured.
- Erica Russell (ER) gave feedback: Social Value Part 1 e-learning module: Really clear learning outcome (excellent), definitively related back to the person and the industry. Half-hour length was optimum.
- ER: Collaborative Working e-learning module: Dull, didn't show how it could relate to Procurement, narrator just reads slides.
- ER: Leadership e-learning module: no learning outcome given, remote and impersonal, but useful content.
- ER: Problem Solving and Continuous Improvement e-learning module: poorly structured and easy to lose focus, but some nice content.

Action 2: Working Group have some more reviewing to do, to be completed by 16/12/2018. Please send over your final comments to Sara Gouveia.

3. Next Steps:

- SM proposes that no further meetings are required at this time.
- SM advised that by February the group should be able to take a look at what the new platform will look like, in line with the new website to be launched in April.
- SM suggested that in the meantime, the spreadsheet can be used to guide a "Learner Journey".
- TY reminded the group how useful this activity would be for other professions.