

Date: Friday 12th June 2015, 10 – 12noon (Lend Lease Offices)

Attendees: Ian Heptonstall (Action Sustainability), Shaun McCarthy (Action Sustainability - Chair), Graham Edgell (Morgan Sindall), David Picton (Carillion), Nitesh Magdani (BAM Nuttall), Dale Turner (Skanska), Kathryn Gillard (Grosvenor), Anna Baker (Robert McAlpine), Martin Chown (Balfour Beatty), Jon May (Lend Lease), Hilary Hurrey (Action Sustainability)

Apologies: Nigel McKay (HS2)

1. Review of Action Points of Last Meeting

This was the first Board Meeting under the new structure. Board to feedback to the Chair any changes they may wish to suggest regarding the meeting structure and how to present agenda.

IH reported back on action points from the last meeting. All actions complete unless stated below.

Agreed points

- Board meetings to run for three hours so that item agendas are not rushed.
- The papers sent before the meeting will state whether they are for review, discussion or action prior to the meeting.
- It was reported that meetings with the CITB had been very positive. Further discussions and negotiations are to take place regarding the School being placed onto the continuous funding list with special interest groups applying for specific funding so that opportunities for further funding is not lost.
- All notes and attachments to be sent in i-pad friendly .pdf format.

Actions

- ✓ Ian Heptonstall will follow up with Steve Cook regarding a representative at VISION.
- ✓ Ian Heptonstall will follow up with WRAP.
- ✓ Ian Heptonstall and Nitesh Magdani will report back on the UKCB meeting taking place in July.
- ✓ Ian Heptonstall to arrange meeting with CITB to take forward discussions regarding working together. Graham Edgell and Martin Chown agreed to represent the Board. (Rest of the Board to be on stand by to support where necessary).
- ✓ Jon May will facilitate a meeting with Ecobuild in September
- ✓ All to continue to recommend like-minded organisations to be approached to join the School on a continual basis.

2. Key performance Indicator Dashboard

Ian Heptonstall presented progress against KPI's. It was reported that AS is currently recruiting for a position who will be dedicated to partner acquisition.

The Fairness, Inclusion & Respect (FIR) project is additional income to the original business plan, but requires different deliverables. Further successful bids are from Innovate UK for £75K. The project is a feasibility study where ten mentors are selected to work with ten pilot organisations to help push them forward on their learning journeys within the Offsite Management School and to monitor the effect that would give.

3. Recommendations from the Operations Group

The Operations Group met for the first time and have made some key recommendations to the Board.

Agreed points

- It was agreed that the structure of the different groups would be reviewed at the next Board meeting.
- It was agreed that guidance on substitutions must be written, agreed and distributed. Substitutions must be fully aware of the School, the vision and key developments.

Actions

- ✓ AS to produce an organogram of who is involved in which group.
- ✓ AS to produce a draft set of guidance notes to be agreed at the next meeting.

3.1 Construction Sector Group

Construction Group has been set up and the first meeting is taking place on 16 June 2015. The group needs to go through a gap analysis process regarding the self-assessment questions, diagnostic and resource library to explore whether anything needs changing to ensure there is no overlap between the Schools.

3.2 Alteration to definition of a member

Ian Heptonstall presented to the group on the analysis that AS has undertaken on the current Members of the School.

Agreed points

- It was agreed that Members should be reclassified to Registered Users if they have not accessed any resource within the School (including workshops) after a period of 12 months.
- It was noted that this would affect figures however the position is that the larger figures will still be used to convey number of Members however another level will be added which is Active Member.
- AS will develop and engage a nine month communications strategy to data cleanse and engage with all the Members.
- It was agreed that future discussions around the mandating the achievement of a certain level in the School will take place.

Action Points

- ✓ AS to present a suggested communications strategy to convey this to all members of the School at the next meeting.
- ✓ On the agenda will be discussion around engagement and how we can use the data more intelligently.
- ✓ AS to ask the Operations Group to think about Member engagement.
- ✓ AS to provide guidance on the web on the Partners page which gives Partners an introduction into what is expected of Partners and who to engage with in the School.

3.3 Structure of Sustainability and Offsite Schools

Ian Heptonstall presented on the current School structure (FM, Construction, Infrastructure, Offsite Management, Welsh & Scottish sites, FIR) and presented different scenarios for a new structure. A key driver for this is that there are eight management competencies which are currently just sat in the Offsite Management School which should be included in the SCSS School. In addition to this the Offsite School is currently completely separate to the SCSS School.

Agreed

- It was agreed that the structure of the School will take great consideration.

- It was agreed that there are two questions or stages that need to be considered: the actual Structure of the School and secondly the Knowledge and how that would be managed within the School.
- It was agreed that at this stage we should not consider other knowledge gaps such as BIM, Health & Safety etc.

Actions

- ✓ Nitesh Magdani and Ian Heptonstall will meet to have further discussions around the learning structure, produce a paper which will be circulated prior to the meeting and presented back at the next meeting.

4. Special Interest Groups

There are three special interest groups budgeted for in the Business Plan.

Agreed points

- ✓ The process for deciding on which groups to go forward with was agreed. This to be added to the web and circulated to all the secretariats and sector groups.

Actions

- ✓ Sector groups to propose the groups they are interested in pursuing. AS to collate these and report back at next board meeting with recommendations.

5. Exploring a Sustainable Construction Professional Qualifications

Shaun McCarthy presented on the IEMA qualification who are very keen to deliver the qualification through the School.

Agreed points

- It was agreed that further research should be undertaken by AS to provide more background on why the IEMA qualification is being considered and also to further research into CEEQUAL, BRE and ILM and other suitable accreditation bodies.
- It was agreed however that qualification or accreditation could be an important development of the School.

Action Points

- ✓ Shaun McCarthy to liaise further with IEMA and develop an understanding of the business case and commercials
- ✓ Shaun McCarthy to present back in more detail on various qualifications for consideration at a future meeting

AOB

Action points

- ✓ AS to ensure that minutes of the sub-groups meetings are distributed to the Board.

Next meeting:

9am to 12 noon Thursday 16th July - venue tbc