

**Date:** Tuesday 22<sup>nd</sup> January 2019 – 10.30am – 12.30pm – Hampton by Hilton, London Tower of London 7 Pepys Street, London, EC3N 4AF

**Attendees:** Steve Watson (*Willmott Dixon*) - Chair, Patrick Guest (*Arnold Laver*), Jesse Putzel (*BAM*), Sophie Cannon (*Balfour Beatty*), Emer Murnaghan (*GRAHAM*), Steve Poole (*John Sisk & Sons*), Andy Fulterer (*Lendlease*), Steve Attfield (*Marshalls*), Eugene Meehan (*O’Neill and Brennan*), Ross Gorbert (*Osborne*), Stuart Oakes (*Stroma*), Stuart Coates and Matt Galvin (*Transport for London*), Nick Lovell (*Tobermore*), Trevor Harlock (*VINCI*), Anne Smales (*Bouygues UK*), Chris Slater (*Jackson Civils*)

**Apologies:** Jon Gray (*Aggregate Industries*), Dave Farebrother (*Bouygues E&S*), Jennie Gallagher (*Carmichael UK*), Ben Iver (*CITB*), Eibhlin Flynn (*Danny Sullivan & Sons*), Harvey Dale (*Fortel*), David Holmes (*Galliford Try*), Adrian Clamp (*J Coffey*), Iain Casson (*Kier*), Tom Brenchley (*Lundy Projects*), Graham Edgell (*Morgan Sindall*), Dale Turner (*Skanska*), Emma Ward (*VolkerWessels UK*)

**Please note these meeting notes are to be read in conjunction with the agenda and pre-read slides as circulated to all.**

## Meeting notes

### 1. Welcome and introductions

- ✓ **Emer Murnaghan was introduced to the Group as the representative of GRAHAM; a new Partner to the School**
  - The Group also extended their thanks to GRAHAM for providing the venue for the meeting

### 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 confirm if they can support the final Breakfast Briefing event in Glasgow in Feb – *Ongoing*. *Speakers are still required for Glasgow and invitations to the supply chain are requested to be issued. Please contact Becky to confirm this.*
- **Supply Chain School** to meet with Arnold Laver to flesh out a draft agenda for the “Sustainable Timber” event – *Ongoing* – *a date has provisionally been set for 22<sup>nd</sup> May 2019 and the School will circulate a briefing paper and suggested copy to share with partner supply chains*

#### **Emerging Actions / Comments:**

- **School to:**
  - Issue copy for Partners to invite their local colleagues, contacts and supply chains to the upcoming Breakfast Briefing in Glasgow (February)
  - Circulate briefing paper and booking link for the Timber event in February

#### 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:

##### New School Website

- The Group were presented with some overview slides which demonstrated the proposed “look and feel” of the new Supply Chain Sustainability School website
- A working group of Members and Partners have been consulted on the ongoing development of the site to improve ease of use and their comments fed back to the designers
- The architecture of the School will be much simpler, with users able to click between markets, departments and topics
- Resources will be both searchable and filterable
- Resources will also contain a “rating” which will allow users to pass feedback to the School and will allow the School to maintain a quality standard for the learning available
- The new “sustainability maturity matrix” approach will cover 17 topics of sustainability (increasing from the current 10)
- A Partner’s usage of the School will also be much improved, including; one login for Partner member account and Partner dashboards, automated emails, learning pathways, supply chain standard setting etc

**NB:** The website is being designed to a new accessibility standard, which may result in some alteration to typical colour schemes

##### Impact Survey

The School’s impact survey is currently underway with 500 responses to date. All partners agreed to encourage priority suppliers to complete the survey.

##### Board Strategy Meeting

The School Board are reviewing the School’s strategy for 2025. An initial strategy meeting took place in December – key priority areas raised as below:

1. Content development
2. Partners
3. Focus on regions and clients
4. Measuring impact
5. Accreditation and qualifications
6. Awards
7. Giving the School a human face
8. Funding
9. Structure
10. Research and Development

A follow up meeting has been arranged for March to further consider these and the Group will be updated as soon as minutes are available from this session.

##### New Resources

The School has developed and released three new Toolbox Talks which the Partners are encouraged to review and share with their supply chains and internal colleagues:

1. [Air Quality](#)

2. [Water](#)
3. [Community Engagement](#)

#### Category Groups: Plant

The Plant Group are proposing a “Plant Supplier Day” to launch their plant site standards to industry. This event will be taking place on 22<sup>nd</sup> March in London and the Group will be issued with a diary invitation and link to register as soon as it is available. Once the site standards are launched, the Group intend to investigate the lifecycle of plant on site and ways in which this can be maximised to reduce carbon emissions and prolong lifetime.

#### Category Groups: Labour

The Labour Group have developed a Charter for employment and labour organisations to sign up to, containing 8 commitments. This will be circulated to Partners as soon as it is available, and the Group will then look to develop materials to help the supply chain ensure these standards can be met.

#### Category Groups: Waste

The first meeting of the Waste Category Group will take place on 6<sup>th</sup> March in London, and Partners should all have received a calendar invitation to attend from EJ. The first meeting is a scoping meeting to agree the focus / outputs / outcomes for this group, and to map out key stakeholders. UKGBC will be at this meeting to ensure no duplication with their workstreams on circular economy.

#### School AGM

The Supply Chain School AGM will be taking place on Friday 29<sup>th</sup> March 2019 at Grosvenor’s Offices in London and Partners are all encouraged to attend.

#### Emerging Actions:

- **School to:**
  - Issue copy for Partners to send to their supply chain and colleagues to encourage them to take the impact survey – COMPLETE
  - Issue Partners with an update on the Board’s 2025 Strategy when it is available (likely to be April 2019)
  - Send Partners to link / diary invitation to the 22<sup>nd</sup> March Plant Supplier Day when it is available - complete
  
- **Partners to:**
  - Encourage their supply chain and internal colleagues to take the School impact survey both via email and social media (using suggested copy provided by EJ)
  - Consider attending / nominating a representative to attend the Waste Category Group meeting on 6<sup>th</sup> March
  - Consider attending the School AGM on 29<sup>th</sup> March 2019 – please [click here to register](#)

## 5. Agreeing the Business Plan for 2019 - 2020

The remainder of the meeting was devoted to reviewing and agreeing the business plan for 1st April 2019 – 31<sup>st</sup> March 2020. Prior to the meeting the Group was invited to share their comments on the business plan draft which was sent to all in December 2018.

### Key Points:

- The budget in the business plan may still change, depending on feedback from the Board
- The strategic objective (no.3) of “engaging designers” is a priority for the Construction Group, however, this is being driven via the Offsite Group and Professional Practice Group
- It was agreed that shorter “half-day” events will be more popular with the supply chain and the Group would prefer to run these kind of sessions as opposed to full length Supplier Days
- These events should link in to local priorities / projects where possible
- As many Partners as possible need to be represented at the regional supplier events – they are collaborative sessions and feedback from events has shown they are much more successful if many Partners drive their supply chain to attend and then also attend themselves
- The Group felt that the School should have a target rating for resources on the School (*not included in amendments to KPIs as it was felt this was a School wide issue*)
- It is vital for the School to engage with Clients; and the Group recognised that Partners will need to lead on developing these relationships
- The School has invested in a webinar platform – where possible Partners can use this platform to run sessions for their own supply chains where possible
- The Group felt that delivering a full “exemplar case study” (KPI 1), highlighting collaboration throughout the value chain would be a challenge, but would be great to have. This could be an output from the waste category group
- It was clarified to the Group that it is not necessary for the School to have played a role in the development of the ‘best practice in sustainability / sustainable innovation’ case studies.
- At least one video case study will be produced per sustainability issue covered by the School as linked to the above

### Agreed changes to KPIs:

- KPI 1: Increase attendee target for webinars to 250
- KPI 2: Change strategic objective to ‘Engage MORE clients’

### Key Actions:

#### Partners to:

- Look out for / recommend best practise examples for the School to include as “exemplars” on the website (**NB:** *these do not need to be original School productions; Partners own promotion videos etc would be a helpful addition*)
- Review the Critical Tasks per quarter outlined below – this highlights the role of Partners in helping to deliver the business plan, particularly around engaging clients.

#### School to:

- Circulate an updated Business Plan to the Group when approved by the Board

- Provide an update on the partnership agreement with Considerate Constructors Scheme which is currently being finalised
- Liaise with Graham and Tobermore re. running engagement events in Northern Ireland

## Critical tasks per quarter

When	School team	Partners
Q1	Launch new web platform and sustainability maturity assessment	Partner to propose exemplar project case study ideas
	Agree action plans with Partners re. Partner Maturity matrix	Send impact survey business benefits results to priority suppliers with clear call to action
	Promote impact survey results and the value / benefits of membership	Agree Action Plans with the School team re. engagement
	Finalise programme for collaborative training events for the year	Each Partner to approach 2-3 clients to engage in the School and report progress back to group
Q2	Agree collaborative working on circular economy and mutual signposting of resources with UKGBC	Identify theme and target clients to attend Client workshop, and invite clients to workshop
	Refresh e-learning	Volunteer to peer review e-learning
	Run client workshop	Attend client workshop
Q3	Identify issue specific case studies	Suggest potential case studies to school team
	Conduct filming for issue specific video testimonials	Peer review e-learning
Q4	Publish case study video testimonials	Share case study video testimonials with priority suppliers
	Publish exemplar project case study	Share exemplar project case study with stakeholders / supply chain
	Publish dedicated section of the website for Procurement / supply chain managers	Share dedicated procurement pages of the website with relevant colleagues



## Ongoing critical tasks

When	School team	Partners
<b>Ongoing</b>	Member comm's to drive engagement	Support School briefings, webinars, workshops
	Updates to resource library	Recommend partnership / membership
	Run supplier briefings, webinars, workshops and partner internal events	Identify speaker opportunities for the School / promote the School at external and internal events
	Ensure CPD on all materials is maintained	Raise awareness of the School both internally and with the supply chain
	Maintain partnership agreement with UKGBC	Recommend suggested case studies of sustainability best practice / innovation to the School
	Demonstrate leadership to sector, through PR strategy that includes press coverage, conferences / speaker opportunities	
	Build relationship with CCS, Constructionline and other appropriate bodies	
	Work closely with the Offsite group and Professional practice group to ensure engagement with designers is progressing	
	Build membership of Partners	
Ensure UK wide programme of events, engaging Scotland and Welsh Leadership Groups		

### What, When and Where?

The Group was then invited to comment on the proposed event plan for the 2019 – 2020 FY looking into the location, sustainability focus and potential speakers for the regional half day events in the business plan. As the next Leadership Group meeting is not until April, decisions around Q1's event schedule need to be made ASAP to ensure sufficient time to plan / market the event.

All agreed the draft proposal as below, and the format / focus outlined in the slide pack. All were encouraged to consider which clients and colleagues they could invite to attend/ speak. All agreed each event should ideally feature a client, a contractor and a supplier case study

Quarter / Date	Region	Focus	Proposed Speakers
Q1 – 22 <sup>nd</sup> May	Birmingham	Timber	Arnold Laver, Morgan Sindall, TTF, Stora Enso, Waugh Thistleton, BWF
Q1 – TBC May / June	Wales	Regional Sustainable Construction priorities	Marshalls?
Q2 – TBC July	Sheffield	Social Value and Regional priorities	BAM?
Q2 – TBC September	London	Air Quality / the London Plan	TfL, Tobermore, Stroma, Plant Group
Q3 – TBC October	Midlands	Offsite – the business case, benefits, what’s in it for me?	Innovare (Osborne)
Q3 – TBC November	Reading	Regional priorities	
Q4 – TBC January	Manchester	Regional priorities	Lendlease
Q4 – TBC February	Scotland	Regional priorities	

**Key Actions:**

- **BAM** to liaise with potential speakers from BAM for the Sheffield event, and identify potential client speaker
- **Marshalls** to liaise with Becky re. the speaker slot in Wales
- **TfL** to liaise with potential speakers from TfL for the London event
- **Tobermore** to liaise with potential internal speakers for the London event
- **Stroma** to liaise with potential internal speakers for the London event
- **Osborne** to speak to Innovare about speaking at the Midlands Offsite event
- **Lendlease** to approach potential speakers for the Manchester event (both from Lendlease and the client organisation)
  
- **Partners** to:
  - Consider client organisations to invite to participate in above events, and confirm names of clients to EJ
  - Confirm at which of the regional events you / your colleagues will be able to speak at in 2019 / 2020
  - Put EJ in contact with colleagues in the regions to discuss regional priorities / focus for events, and help with links to local groups / elected mayor offices
  - Confirm which of the above events they will promote to their supply chains and colleagues – by March 31st
  - Consider hosting a “Partner Engagement Workshop” to drive the School through the business
  - Speak to Becky to arrange for the School to host topical workshops for their internal staff members of their supply chain

**6. AOB**

**Supply Chain School**

The Group was reminded that the School has no budget for meeting rooms, so relies on members of the Leadership Group to volunteer to host the bi-monthly meetings.

**All Partners to:**

- **Contact Becky if you can host any of the upcoming Leadership Group meetings on 10<sup>th</sup> April / 7<sup>th</sup> November 2019 and 14<sup>th</sup> January 2020 (10.30am – 12.30pm)**

**7. Close**

**Date of Next Meeting:** Wednesday 10<sup>th</sup> April 2019 - 10.30am – 12.30pm

**Location:** TBC