

Date: Thursday 14th April 2016, 10:30am – 12:30pm

Attendees: Ian Heptonstall (Action Sustainability), Danielle Bistacchi (Action Sustainability), Emma-Jane Allen (Action Sustainability), Philippa Stone (ISG), Chris Dyson (Carillion), Sharon Maynard (Skanska), Graham Edgell (Morgan Sindall), Steve Watson (Willmott Dixon), Iain Casson (Kier), Paul Pepper (Francis Flower), Andy Fulterer (Lendlease), Craig Lucas (Sir Robert McAlpine),

Apologies: Rachel Woolliscroft (Wates), Kevin Moran (Galliford Try), Richard Baker (Interserve), Gerard Cantwell (Aggregate Industries), Michael Williams (Laing O'Rourke), Anthony Bate (WP Group), Steve Attfield (Marshalls), Nitesh Magdani (BAM), Mike Williams (Laing O'Rourke), Sarah Jennings (Balfour Beatty)

Meeting notes:

1. Introductions

Paul Pepper (Francis Flower) and Stephen Watson (Willmott Dixon) were both welcomed to the Group. Francis Flower is the latest Partner to join the School, and Stephen Watson has replaced Steve Cook on the Group.

2. Agree minutes from last meeting

Minutes from the last meeting were agreed and an update was provided to the Group. All actions have been completed or are in progress, as below:

Actions:

- **EJ** to send draft copy to the Group about the anniversary event on 14th June and the updated Construction School for them to send out to their priority suppliers.

3. 2015 / 2016 Trends

An update on the Schools current performance was reported. Further details can be found in the agenda pack.

Member Survey Results

A survey was sent out to all members on the 28th March 2016. The purpose of the survey was to understand what subject areas and topics the Schools current members wanted the School to focus on. The top priorities identified in the survey are:

1. Sustainable Procurement
2. Apprenticeships
3. Modern Slavery
4. BIM
5. Environmental Management
6. Materials

The results of this survey will help feed into the development of the School's workshop programme this year and to ensure the School is meeting the training needs of the members.

Partner Survey

The partner survey was sent out to all partners who sit on the Construction Leadership Group, however just 6 organisations had completed the survey. According to this survey the priority areas are as below.

1. Sustainable Construction
2. Sustainable Procurement
3. Energy & Carbon
4. Circular Economy
5. BIM

All agreed that social issues such as Modern Slavery, apprenticeships, FIR are also a priority and it was surprising that social issues did not feature in the top 5 as these had been mentioned as key areas of focus at previous Leadership Group meetings

Actions:

- **Danielle to:**
 - Send the Group statistics on the number of first assessment and re – assessments completed in the Construction School.
 - Keep the partner survey open and allow all other partners on the Group time to submit their answers
- **Partners** to complete the survey if not already done so using this link
<https://www.surveymonkey.co.uk/r/P58BDCX>

4. Priority Suppliers

The Group discussed what type of suppliers they should be targeting to engage with the School.

Agreed:

- ✓ All lists should be updated every 12 months so the School has the most up to date contact details
- ✓ It is expected that this list of priority should be around 250 companies, this gives a manageable number of contacts for the School to focus on this year
- ✓ Once we have updated lists for all Partners the School can look at the level of crossover and get a better understanding of the size of the core target market for the Construction arm of the School
- ✓ The Group are reminded if they have an overseas supply chain, that they should be encouraging those suppliers to also engage with the School to understand the UK market/ drivers and legislation

Actions:

- **Kier, Skanska, Wates, Interserve,** to send through their updated lists of priority supplier lists, with postcodes to Danielle.

5. Supplier Days

There is a commitment for the School to run 4 Construction Supplier Days by 1st April 2017. The Group were reminded that the approach in relation to supplier days has changed from the 'lead partner' approach last year to the Leadership to vote on where supplier days should be run, and then Partners to volunteer which events they would like to get involved in (as discussed previously). The slide showing which partners have expressed an interest in each of the four events is simply that. Partners who have not yet expressed an interest can still get involved as per the actions.

Birmingham Construction Supplier Day, 14th June – 4th Anniversary

The Birmingham Supplier Day has already been agreed and the Group discussed ideas for the agenda / key themes for the day. The day will be a collaborative event between all Construction Group partners and will also be a celebration of the School's 4th anniversary, as well as an opportunity to re-launch the updated construction school. The venue has space for 120 cabaret style or 200 theatre style.

Agreed:

- ✓ The target audience should be the Leadership Group's priority suppliers
- ✓ Both Members and non Members should be invited – the day should aim to engage both existing and new members with a view to encouraging them to become more active
- ✓ There should be a special invite to Gold & Silver Members for the re – launch
- ✓ Suggested themes: changing sustainability priorities / where will be in 4 years time and a reflection on the past 4 years?
- ✓ The day should be a showcase of best practice examples and leadership
- ✓ Key issues to focus on to include social value, carbon and waste
- ✓ The work of the Materials Group should also feature in the supplier day
- ✓ Budget allows for 120 attendees. If the Group wish to have a larger event with more people they need to reallocate budget from another deliverable. The venue allows for 120 cabaret style or 200 theatre style.
- ✓ Events team to push ahead and recommend venues / dates for the events in Q3 in Manchester and Q4 in Glasgow (not Edinburgh as an event has recently been held here)

North East supplier day, Q2 in Leeds

BAM have expressed an interested in working with regional teams within Kier, LoR, Galliford Try, Balfour Beatty and Construction and Housing Yorkshire in the development of a supplier day in Leeds. Attending Partners from these organisations were not all aware of these discussions, so a briefing note will be circulated about this so as to ensure a joined up approach. Once the briefing paper has been circulated, the Leadership Group will decide if they are happy for this to be one of the School funded supplier days.

Actions:

- **EJ to:**
 - Invite Birmingham City Council to ask if they are available to speak at the supplier day a anniversary event
 - Send copy to partners which they can send to their regional Midlands colleagues to promote the event
 - Send the draft agenda for the 14th June event to the Group for comments

- Inform the Group of the proposed dates and venues for the suggested North West and Glasgow Supplier Days in Q3 and Q4.
- **Partners to:**
 - Volunteer colleagues to speak on Carbon / Social / Waste issues, reflecting on the last 4 years and where next 4 years is heading at the anniversary event.
 - Email their priority suppliers the invitation to the anniversary event (using copy provided by EJ). Ideally this will be completed by w/c 25 April
 - Send speaker ideas to EJ for the supplier days in Q3 and Q4 – these could be clients, supplier case studies or representatives from your own organisation
- **Ian H** to circulate a briefing paper about the proposed Leeds Construction Supplier Day in September for the Group to review

6. Workshops

There is a commitment for the School to deliver 15 construction workshops by 1st April 2017.

Agreed:

- ✓ The budget for events now extends to delivering training sessions for partners own internal staff
- ✓ No budget for venues – reliance on Partners to provide venues at no cost
- ✓ A workshop is defined as a 2hr+ session that up - skills attendees on a particular sustainability issue or on the School as a whole

Actions:

- **Partners to:**
 - Contact Danielle if they have any offices that would be suitable to host School training workshops (a room for 20+ people) in any of the following cities: Manchester, Birmingham, Leeds, London, Bristol, Cardiff, Edinburgh, Glasgow, Sheffield, Liverpool
 - Contact Danielle if they would like to run a specific workshop for their supply chain.
- **Danielle to** send partners the rough workshop plan and the catalogue of workshops available through the School

7. E – learning on Life Cycle Costing

There is a commitment for this module to be developed in the Construction business plan. The Group agreed to aim to complete this by the end of Q2.

Actions:

- **Partners to:**
 - Contact EJ if they have a colleague who is an expert in Life Cycle Costing to join a small working Group which will work on developing the scope of the module and input into content development.
 - Contact EJ with recommendations of people to be interviewed for the filming for the module

- Contact EJ with suggestions of peer reviewers for the module

8. Special Interest Groups

Ian Heptonstall gave an overview of the process for deciding the new SIG's for the new financial year. The purpose of these Groups is to work on cross cutting issues that do not fit logically into a sector Group. Unlike sector Groups, these Groups are not permanent and will focus on a single issue.

The first 3 Groups have been successful in developing guidance for the supply chain on the issues of Modern Slavery, Social Value and Performance Measurement and will now be producing e – learning modules as part of the 2016 / 17 budget.

There have been five SIG's proposed so far:

1. BIM L2
2. Offsite overlay to RIBA plan of works
3. Social Value through design
4. Carbon Management
5. Apprentice Levy

Agreed:

- ✓ BIM is a top priority for the Group, but needs to be very focussed on benefits and tools of BIM L2 for the supply chain.

Actions:

- Danielle to send survey monkey to Group to understand the Group's priorities in relation to the SIG's

9. AOB

Partners to contact EJ if they would like to attend the Construction News Awards on the 14th July in London. There are 10 places available and will be given on a first come first served basis.

Next meeting: Thursday 23rd June 2016, 10:30am – 12:30pm