

**Venue:** Action Sustainability, 377 Camden Road, N7 0SH  
**Attendees:** David Picton (Carillion), Jason Symmons (Carillion), Peter Brogan (BIFM), Charlotte Osterman (Vinci FM), Mark Turner (Action Sustainability), Ross Primmer (Action Sustainability), Ursula Cooper (Action Sustainability), Emily Hamiltion (Grosvenor).  
**Dial In:** Lucy Hind (Covance), Alison Bettany (EMCOR), Dan Firth (Interserve)

### Summary of key recommendations to the School Board:

1. Consider appointing a Modern Slavery special interest group.
2. Diversity and inclusion in the built environment
3. Apprenticeships and skills development in local and SME supply chains

### Meeting notes:

#### 1. Introductions and welcomes

- Peter Brogan from BIFM was welcomed to the group. Peter replaces Chris Moriarty, who has moved to another organisation. Attendance for the meeting was rather low with a number of partners not represented.

#### 2. Update from Operations Group

- **Performance:** At present the FM Group has amassed 155 members via logins/self assessments etc. Though this excludes companies attending supplier days, this needs to be improved. This may be done in a variety of ways – an easy win will be to secure greater signup during supplier days / events and direct engagement of key partner suppliers from lists provided to EJ.

**Action:** A concerted effort is needed from Action Sustainability and all partners to boost the number of organisations using the School.

**Action:** Action Sustainability has just recruited a marketing specialist who will be undertaking a comprehensive marketing campaign seeking greater engagement from both existing and new School members.

**Action:** Action Sustainability to feed back to the group, companies who have:

- attended FM supplier days and workshops
- Created a login and completed the self assessment or used resources

- **Defining a Member:** There is a need for the School to define ‘members’ and ‘users’. The board has agreed recommendations that a ‘member’ will in future be defined as an organisation that has been active in the School in the last 12 months month and a ‘registered user’ is an organisation that is registered to the School but has not actively engaged in the last 12 months.
- **Prioritising Special Interest Groups:** The operations group have suggested a number of special interest groups (SIGs) to work on particular time limited and defined topics of cross cutting relevance to the entire School. A draft list of SIG topics was considered. The issue of modern slavery was felt by the group to be an important additional topic. This is especially

pertinent as the Modern Slavery Act has just been published, and meeting its requirements will be a time critical issue for many organisations involved in the School.

The FM group considers the following special interest areas as initial “top three” priorities:

1. Meeting the Modern Slavery Act in the built environment
2. Diversity and inclusion in the built environment
3. Apprenticeships and skills development in local and SME supply chains

Other pertinent issues for consideration could include climate change, and challenges to social mobility (though this issue should also be addressed in our recommendations two and three).

**Action:** The FM group’s recommendations to be fed back to the School Board.

### 3. Progress Report - IEMA

- Availability of accreditation for training provided by the School is a key issue with members and some progress has been made in establishing how feasible this will be through discussions with IEMA
- Partners will be kept up to speed with the activities of the School/IEMA working group.

### 4. Progress on Funding and Securing New Partners

- The range and number of partners involved in the FM school is increasing with WP Group now on board, as well as United Utilities and Morgan Sindall
- Action Sustainability has recruited a specialist to follow up leads for new partners who meet the aims and ethos of the School.

**Action:** All partners to consider further realistic and appropriate potential new partners from their networks and pas these to Mark or Ian at AS. To ensure efficiency it is best to have personal introductions or recommendations if possible.

### 5. Wales and Scotland Schools

- The Welsh and Scottish Schools are now both online and operational.
- There is a need for video footage, particularly for the Welsh school to embellish the sustainability issues part of the website.

**Action:** Partners to contact Ross if they have any willing volunteers / case studies suitable for the site. In particular Welsh speakers would be especially useful.

### 6. E- Learning Update – developing a food & drink / catering module

- The food and drink/Catering e-learning workshop is progressing as planned on the 21<sup>st</sup> July at Covance's offices in Leeds
- Action Sustainability is making progress in attracting attendees, including industry experts. However, additional sector specialist attendees would still be of benefit.

**Action:** Partners to explore potential contacts for attendees, and also inform Ross if they and/or their contacts would like to attend.

#### 7. FM Workshops – Group discussion regarding preferred FM workshop topics

- A draft list of workshop titles was provided and those present debated whether these were appropriate for development over the Summer/Autumn. It was agreed that the initial list provided a good basis, however it might be beneficial to change their titles to widen their appeal. Suggested changes are:
  - Sustainability in Building Management
  - Sustainability to win more work
  - Local and SME procurement in the FM Supply Chain (no change)
  - Skills and apprenticeships

As with the special interest groups, modern slavery is a hot topic to be discussed and should be included where appropriate.

#### 8. Any other business

- Emily Hamilton and Mark Turner fed back on interactions with two organisations who have sought to engage with the School:
  - Better Buildings Partnership – this organisation works with property sector and managing agents to promote sustainability
  - Planet First – this organisation runs the Planet Mark assessment and accreditation initiative in partnership with the Eden Project
- Both organisations are interested in providing exposure to the School for their members as they see benefits for their members though the School's offer. Both have also expressed the opinion that they could open up opportunities for the School through access to their membership. It was agreed that Action Sustainability would maintain dialogue with both to understand and potentially act upon any mutual opportunities.

#### 9. Date of next meeting

**3<sup>rd</sup> September 2015 (1-3pm), location tbc (London).**