

**Date:** Wednesday 7<sup>th</sup> September 1pm – 3pm.

**Attendees:** Dan Firth (Interserve – Chair), Helen Carter (Action Sustainability), Ursula Cooper (Action Sustainability), Charlie Roberts (ENGIE), Simon Mayne (WP Group), Howard Coney (Kier), Jade Sutton (Carillion)

**Apologies:** Ludi Hall-Drinkwater (Skanska), Jason Symmons (Carillion), Charlotte Osterman (VINCI), Alison Bettany (EMCOR), Luca Ramusino Cotta (BAM) Mark Turner (AS), Ian Heptonstall (AS) Mark Turner (AS), Paul Worland (EMCOR), Mark Hopkinson (UU), Steve Enright (Abellio), Emily Hamilton (Grosvenor), Colin Braidwood (Interserve), Simon Mayne (WP Group), Paul Nutton (Skanska), Gary Lester (Morgan Sindall), Peter Brogan (BIFM), Lucy Hind (Covance), Rory Murphy (VINCI)

### 1. Welcome and introductions

- ✓ Dan Firth gives a short overview of the School for the benefit of the new steering group members.
- ✓ Luca Ramusino Cotta has now left BAM & Simon Michie has left Kier and the group would like to thank them for their commitment in driving the sector forward within the school
- ✓ The leadership group would like to welcome Howard ..... who now represents Kier

### 2. Review of the last minutes

- ✓ Minutes were accepted from the last meeting
- ✓ Outstanding actions were reviewed and addressed

#### Agreed:

- ✓ ENGIE are keen to organise an FM School 'roadshow' workshop. CR now explains that this will be replaced by a 'meet the buyers event' that is currently in the pipeline for September that will involve the School – School to support the event
- ✓ Partners are to review their priority supplier lists and send to AS if modifications are required.
- ✓ AS to consider which larger FM service providers should be contacted as potential partners.
- ✓ AS to develop a brief for 'how we want to engage' with working groups and large organisations such as the NHS

#### Actions

- ✓ To engage with other FM groups by identifying what other existing meetings are available on sustainability and FM.
- ✓ Lucy Hind to take an active role in the meetings from a client POV.

### 3. Operational Update

- ✓ Monthly dashboard was presented no issues

#### Agreed

- ✓ The group agreed that providing quality lists of 600 to influence change within these organisations is more important than providing expansive data lists.

#### Actions

- ✓ UC to find out who in the FM group have provided their strategic supplier lists

- ✓ FM group to send through new / refreshed strategic supplier lists to UC to upload to the dashboards
- ✓ AS to present why the 'impact of learning' in the workshops is low compared to the workshops in the other market.
- ✓ FM steering group to report back to AS on what data they would like to get from the School in the future. Anything necessary can potentially be implemented into the One School.

#### 4. FM Analysis

- ✓ An overview of the e-learning modules was provided – no issues

#### 5. Supplier Days & Workshops

- ✓ HC gives an overview of the draft plan of upcoming supplier days, and presents the key suppliers list that she has. Partners would like to use this contact list to distribute emails to the suppliers
- ✓ A workshop schedule was also proposed up until the end of the year to ensure that we hit our business plan target of 15 workshops this financial year
- ✓ There was discussion on potential speakers for the planned FM Supplier day (2x partners/2x clients): David Picton/ CEO Keith Charmlers/ Dan Firth's CEO/ Bunzl speaker/ Bidvest/ Biffa/ Speedy Services/ Schneider/ Veolia/ Wolesley.

##### **Actions:**

- ✓ The supplier day will be on the **17<sup>th</sup> January 2017** – Ursula to send round a save the date invite to the group
- ✓ UC to check the 17<sup>th</sup> is not a date that clashes with major FM workshops or conferences
- ✓ HC to distribute the key suppliers list to partners.
- ✓ FM Steering group to identify which suppliers and potential partners they want to attend the event and send through to HC – [helen@supplychainschool.co.uk](mailto:helen@supplychainschool.co.uk)
- ✓ DF to draft invite letter for the event and send to HC for review
- ✓ FM steering group to send through their potential list of speakers for this supplier day
- ✓ Carillion will speak to their directors to see if anyone would like to speak.
- ✓ Simon Mayne, WP Group to ask colleague Darren if he can ask his contact in Veolia to present at the event
- ✓ Members of the FM Steering group to contact AS if they can provide premises for a workshop or would like to run their own workshop on the list to their supply chain

#### 6. Partnership Maturity Matrix

- ✓ Helen gave an overview of the partner matrix. This matrix will be used to allow partners to determine how effectively they are using the school

##### **Actions:**

- ✓ HC will forward the partner maturity matrix to the leadership group with a briefing note to provide more information
- ✓ FM Steering group members to contact HC to set up a meeting if they want to go through the matrix within their organisations

#### 7. School Values Development

- ✓ Helen gives an overview of the School values and collaboration. No issues

#### 8. Special Interest Groups

- ✓ Apprenticeship Levy workshops: CR is interested in getting involved in these events

#### 9. Toolbox Talks

- ✓ Helen provided a brief overview of the toolbox talks development – no issues

**10. AOB**

- ✓ None

- ✓ **The next FM steering group meeting will take place on the 9<sup>th</sup> November 2016 (13:00 – 15:00) at AS offices**