

FM leadership group  
 Meeting notes

**Date:** Wednesday 9<sup>th</sup> November 2016.

**Attendees: Chair:** Lucy Hind (Covance). Ludi Hall-Drinkwater (Skanska), Jason Symmons (Carillion), Howard Coney (Kier), Charlotte Osterman (VINCI), Alison Bettany (EMCOR), Ian Heptonstall (AS), Ursula Cooper (AS).

**Apologies:** Dan Firth (Interserve), Charlie Roberts (Engie) and Helen Carter (AS)

**Introductions and Welcomes**

Everyone introduced themselves to the group.

**Outstanding actions**

The group agreed that they would slim down their current list of priority suppliers to a list of 200 to 500. With a target for a combined target audience of priority suppliers of c.3,000.

**Actions:**

- ✓ UC to send through our existing partner strategic supplier lists to partners to review and return for upload into their dashboards.
- ✓ UC to send across information to Howard Coney on what kind of lists we want from him and how these lists will be use
- ✓ UC to liaise with Paul Parkinson and send out the current list of the larger FM providers to the group after the meeting.

**Operational update**

A summary of overall school performance was provided by IH.

**Agreed:**

- The School may need to target more FM managers to increase engagement within the FM sector.
- The total number of the priority supplier lists in the FM School needs to shrink from 8,000 to 3,000 for better targeting of the market.
- To target directors and other contacts within a company and not just the sustainability representative.
- There needs to be a big push on assessments and reassessments for next year 2017/2018.
- Partners need to engage \ put pressure on their supply chains to join the School and become at least a bronze member.

**Actions:**

- ✓ To use EMCOR's recent 2<sup>nd</sup> November supplier day as a template for FM School supplier days going forward and build this into the 2017/2018 business plan.
- ✓ Agree that the following 4 items be added to next agenda:

1. A Partner 'dashboard training session'
2. Alison Bettany to show the steering group how she uses the School with her procurement team to drive engagement in the team and the supply chain.
3. HC to share tools that exist to help procurement teams to embed sustainability into tenders and contractual processes.
4. Business planning.

### Supplier days and workshops

IH presented the workshop and supplier day plan and the draft agenda for the 17<sup>th</sup> January key supplier day event. An evaluation of the Modern Slavery workshop hosted by BRE on the 18<sup>th</sup> October was presented, which showed there was lots of positive engagement during and after the event.

#### Agreed:

- There should be a slide at all supplier days emphasising the benefit of training and development gained from the supplier days to a wider audience and not solely procurement and sustainability people.
- The workshop topics could be more focussed to roles (nb. LH would like to run a workshop on 'What it means to be a building manager' – delivering sustainability).
- There should be further collaborative client workshops following the previous LPN network event.
- The School could provide 'Best Practise Guides' within the resources for use within organisations.

#### Actions:

- Modern Slavery actions to be added to next agenda - so all can understand what each other is doing about this important subject.
- UC to re-circulate Dan's email that he has sent to his priority suppliers on Modern Slavery.
- UC and CO will liaise directly on a VINCI workshop for Spring 2017.
- IH will keep the FM steering group informed of the supply chain mapping that is currently taking place in the Construction School for alignment.
- LH will contact Mark Turner (Supply Chain School) on the possibility of a workshop that involve the LEP in Leeds.
- Mark Turner to contact NHS England via Lucy with a view to setting up a key client workshop.

- Mark Turner to use his DEFRA links to attempt to get managing agents involved in the School.

### Business Planning for 2017 – 2018

LH gave an overview of the input expected from the group for the business plan 2017/2018. The group then consider strategic objectives, targets and how these may best be delivered.

#### Actions:

- ✓ UC to write up notes from business planning exercise
- ✓ IH to place into 3 or 4 slides that represent the high level business plan that will go to the board for discussion and feedback.
- ✓ IH feedback responses from the board to the high level plan.
- ✓ IH then to circulate draft business plan ahead of next meeting.
- ✓ IH will circulate the briefing paper that he is collating for the board based on what the other steering groups within the School are suggesting in terms of the business plan for 2016/2017.
- ✓ UC to find out how many of the current members in the FM School are bronze, silver and gold. This will inform targets for 2017.
- ✓ UC to find out how many e-learning modules the FM School members downloaded since 1<sup>st</sup> April 2016 to make an informed decision on the target for the e-learning downloads in 2017/2018.
- ✓ UC to provide information on how Partners can host the e-learning modules on their own platform.

### Any Other Business

#### Actions:

- ✓ LDH will share the link for the Skanska Doncaster office case study, which shows a 25% reduction of staff sick days.

### Date of Next Meeting

The next meeting is scheduled for the 11th January 13.00 - 15.00 at Angel Square offices, London.