

Date: Tuesday 21st March 2017

Attendees: Dan Firth (Interserve), Lucy Hind (Covance), Ludi Hall-Drinkwater (Skanska), Alison Bettany (EMCOR), Helen Carter (AS), Ursula Cooper (AS), Charlotte Osterman (VINCI Facilities), Nick Cooke (BAM), Alan Claase (ENGIE), John Farley (ENGIE), Caroline Rofe (Sodexo)

Introductions and Welcomes

Everyone introduces themselves to the group.

1. Outstanding actions

Helen gives an overview of the School and its aim. Each of the members of the steering group talk about how the School has helped their organisation and what they expect from the FM Group for the year ahead.

- Skanska would like to identify strategic suppliers and how they engage in the School
- BAM have held various workshops and engaged, but not through FM. NC hopes to engage more in the FM School
- Covance use the School internally for the development of their own staff, but would also like to engage the School through their own supplier days
- ENGIE would like to overcome the challenge of reaching the suppliers who aren't as engaged
- Interserve would like to engage with people internally and also suppliers. SIG groups such as Modern Slavery have been a big hook with suppliers
- Sodexo would like to link back in with the School through Lucy Hind from Covance
- VINCI are keen to further engage and upskill their supply chain through School resources and collaboration with other organisations
- EMCOR are attempting to create targets and engage through PPS. They want to share the knowledge and supplying workshops for FM managers

Agreed:

- The group should engage whole organisations rather than individuals within them. The School and partners need to take a more strategic approach to engagement
- Engagement meetings should be set up to promote the benefits of having a bronze, silver and gold membership

2. Operational update

HC gives an operational update based on the School statistics from the website, which confirms there are now 17,000 active School users and 56 partners to date, including most recently Bouygues and Volker Wessels. The launch of the new One School website took place on the 20th March, and now gives the opportunity to have corporate and individual accounts.

Agreed:

- The target for website assessments and re-assessments will be reviewed for 2017/18 as the previous year's target was unrealistic

- The group agree that they need to review who within an organisation is attending the workshops to ensure the correct and relevant representative is in attendance
- More emphasis needs to be put on the output; revenue growth, etc. that comes from engaging with the School to the members

Actions:

- ✓ HC will present a partner dashboard training session to the steering group at the next meeting

3. Supplier Day Update

Helen gives an overview of the Leicester Supplier day that took place in February, including audience feedback and statistics.

Actions:

- ✓ Partners need to send 100+ contact lists to UC to promote supplier days to hit the School target of 100 people in attendance
- ✓ AC will chase up WP Group on getting their supplier list to HC and UC

4. FM Action plan review: supplier Days, workshops and themes – Feedback - 2017/2018 – Group Input

HC presents the FM Action Plan for the year 2017/2018. The group discuss.

Agreed:

- The group agrees on the order of the themes for the year 2017/2018:
 - 1st Quarter: Energy**
 - 2nd Quarter: Responsible sourcing**
 - 3rd Quarter: Sustainable Procurement**
 - 4th Quarter: Waste**
- Other potential themes could include Apprenticeship Levy and Skills and Future workforce (Brexit repercussions)
- Partners to engage and assist the School with the new action plan for the year 2017/2018
- The success of the School is based on targeting and engaging with the relevant people for the leadership meetings and also the events
- The action plan needs to include workshops on ethics/ labour standards
- The FM leadership group need collaboration with professional bodies
- A LinkedIn FM group could be set up for suppliers to pose questions to the FM partners and spread word of FM School and its events

Actions:

- ✓ LH to propose a question to the School board on the skills and future workforce in regards to Brexit
- ✓ UC and HC will work on an FM marketing plan and will present this at the next meeting
- ✓ Partners to contact UC and HC if they can host a supplier day or workshop
- ✓ DF to re-send the Modern Slavery email to the group to send to their suppliers#

- ✓ On the meeting for the next agenda - put an hour aside to develop a workshop in FM for FM operatives.

School engagement meetings:

HC gives an overview of what these meetings are for; engaging the partners, and ensuring they get the most out of their membership fee with the School. If the partners are interested in a meeting, they should email HC.

AOB:

- DF would someone like to be the FM link in the operations group meetings going forward. Please volunteer if you would like to be considered (Helen, please check this aligns with School thoughts)
- HC is currently writing the new Sustainable Procurement e-learning module
- The launch event of the ISO Standard will take place on the 10th May. Invites to all partners will be sent in the next few weeks
- Free ISO briefings are available to the group by the School. Please contact HC if you are interested

Date of Next Meeting:

The next meeting is scheduled for 9th May 2017 11.00 – 13.00. Please get in touch if you are able to offer a venue.