

Attendees: Dan Firth (Interserve), Ludi Hall-Drinkwater (Skanska), Alison Bettany (EMCOR), Helen Carter (AS), Ursula Cooper (AS), Charlotte Osterman (VINCI Facilities), Christopher Allen (Heathrow), Gareth Wyn (on behalf of Jason Symmons for Carillion)

1. Introductions and Welcomes, Dan Firth

Welcome and introductions. LH-D notes that he will be leaving the FM group in September.

2. Operational & Business Plan Update, Helen Carter

Helen gives an update on the business plan and discuss who should be a partner of the FM group going forward. Heathrow mention that have a good relationship with Mitie and would like to start a conversation with them. They are one of the top FM companies that haven't yet become a partner to the School.

Agreed:

- The FM group need to discuss which FM companies they should be approaching and to highlight to them that their competitors have already joined

Actions:

- ✓ Helen to share the document which shows the top 20 FM companies that should be members of the School
- ✓ Add in a column to the current excel list, which states if the FM companies that are on the list are already members of the School.
- ✓ HC to chase Paul Parkinson to find out at what stage ISS are in becoming partners of the School

No questions from the group on the statistics

3. Agree minutes of last meeting and review outstanding actions, Helen Carter, Sector Manager

Actions:

- ✓ UC to send all partners the marketing for the Supplier day on 1st June. The partners will then send out internally and to their suppliers to encourage sign up.
- ✓ LH to pose a question to the board on skills and Brexit (outstanding)
- ✓ HC to give an update to the partners on the Dashboards when this functionality is working
- ✓ Partners to decide topic of e-learning module to be produced
- ✓ In the agenda for the next meeting; to discuss a workshop focussed for manager contracts

4. Review of the quarters theme activity – Dan Firth (Group Discussion)

Group discusses what they could do to promote the energy and carbon theme in the FM School and the opportunities for building campaigns together by linking with organisations to promote the FM School.

Actions:

- ✓ UC to set up a page within the FM website, which focusses on the quarterly theme by promoting resources, weblinks and events associated with this
- ✓ UC to set up a private group on LinkedIn for the FM group for the purpose of creating a discussion platform that will be facilitated by the FM partners of the School. A set of rules and an administrator also needs to be decided. Moodle/ Yama to be researched as an alternative platform to host the discussion group.

5. Supply Chain Mapping Update - Dan Firth (Group Discussion)

DF gives an overview of supply chain mapping.

The group states their high-risk sectors:

- PPE
- Electrical
- Cleaning consumables
- Catering & food supply
- Waste

6. Insight into the New International Standard on Sustainable Procurement, ISO20400, Helen Carter (Briefing and Q&A)

Helen gives an overview on the ISO 20400 standard. Also highlights the ISO website and the YouTube videos that explain it are up online for viewing purposes. Partners to liaise with UC on whether they want an ISO introduction meeting organised.

7. Demo' of the new School web platform – Get online! (Group exercise)

Parked for next meeting – not enough time.

8. Women in Cleaning - Alison & Lucy (Open Discussion)

Alison provided an overview of the Women in Cleaning Initiative. This is an initiative designed to promote careers for women in cleaning: <http://www.issa.com/member-benefits/issa-hygieia-network.html>. There may be an opportunity to promote this as well as getting speakers etc for future events

Actions:

- ✓ UC & HC to add the documents from Alison on to the resource library of the School.
- ✓ UC to Tweet out information on this

9. Focus of next meeting – Dan Firth (Open Discussion)

The next meeting will be focusing on ethical procurement requirements. The proposed agenda structure should be as follows:

- 1) Introduction to Ethical Procurement
- 2) Overview of the current Modern Slavery Landscape
- 3) Discussion on the partners' responses to Modern Slavery
- 4) Presentation on Fairness inclusion & Respect Initiatives within Vinci
- 5) Open discussion on Ethical Procurement initiatives within organisations

Actions:

- ✓ HC and UC to share best practice, and CO to share her thoughts on FIR and then to focus on Modern Slavery. Don't focus on the operations
- ✓ HC to liaise with speakers to set up agenda
- ✓ UC to increase the meeting duration to cover the agenda content
- ✓ HC to contact Dr Laura Spence about attending and presenting at the next meeting (overview of Ethical Procurement)

Date of Next Meeting:

The next meeting will take place on the 11th July and will take place at EMCOR's offices in Stockport.