

Attendees: Ludi Hall-Drinkwater (Skanska), Alison Bettany (EMCOR), Helen Carter (AS), Ursula Cooper (AS), Charlotte Osterman (VINCI Facilities), Mark Turner (AS), Dianne Armstrong (Heathrow), Cyndi Mudali (ENGIE), Amelle Mestari (Bouygues), Alexandra Doherty (ENGIE), Rory Murphy (VINCI Facilities), Amar Sandhawalia (Fortel), Lizzie Rendell (Skanska)

1. Introductions and Welcomes, Helen Carter

Welcome and introductions. HC introduces the FM Steering group to the new group members.

HC informs the FM Steering group that as of the next meeting Mark Turner will be taking over sector manager responsibilities for FM.

2. Operational & Business Plan Update, Helen Carter

HC states that there is only one outstanding action from the last meeting that involves the running of an Introduction to the School workshop with BAM. As BAM aren't in attendance, MT will pick this up separately.

3. Operational & Business Plan Update, Helen Carter

HC gives an overview of FM School and the statistics including self-assessment scores and re-assessment figures for the FM School. The School has surpassed most of its targets including active members figure and hitting the target of two new Partners for the FM School.

Agreed:

- ✓ The group agrees that self-assessments and re-assessments figures are still too low however and Partners have been requested to encourage their suppliers to engage with the School.

Actions:

- ✓ Partners to give their suppliers with School sign-up targets and present to the FM group what these are
- ✓ If Partners wish to know the level of their bronze, silver and gold members, they need to contact UC. When the Partner dashboard is up and running the partners will be able to see their supplier engagement.
- ✓ HC to sit down with Heathrow to go through their maturity matrix
- ✓ Partners to get in touch with UC should they want to run a Social Value workshop (CM showed interest in running this in December. CM & UC to follow up separately)
- ✓ UC to create a slide for the FM Supplier events promoting the future Social Value FM Supplier day, and the Social Value workshop (when organised)

4. New Chair, Category Approach Proposal, Helen Carter

Dan Firth has stepped down as Chair of the FM group giving someone else who sits on the FM group the option to fill this role. HC asks the group what they would like from a Chair. What should they do to take the FM group forward, what skills and role should they have?

The group agrees that the new chair should:

- Encourage input and engagement from all partners
- Question commitment issues from Partners and chase up
- Keep meetings to time and on topic
- Take on the requirements from other partners
- Provide UC with the support she needs to promote events, market the School, etc.
- Take on a leadership role
- Provide direction to the group and the School

Actions:

- ✓ By the **29th September 2017**, the Partners who wish to nominate themselves as the new Chair for the FM group should send a supporting statement to MT and UC. This should provide an overview of why they would like to take the role of chair and what they can bring to the position including any areas of focus and/or aspiration

5. Category approach proposal

HC gives an overview of the new category groups. Shaun McCarthy, Director of the Supply Chain School sees these groups as an opportunity to change the industry. Labour and Plant Hire are the two areas being looked at; as they cut across all the School Markets.

6. E-Learning Module Development - all

HC proposes to the group that the FM School has budget to produce an e-learning module.

Agreed:

- The FM group agrees that an e-learning module on waste would be beneficial to the sector
- Skanska and EMCOR both volunteer their interest in getting involved in the module

Actions:

- ✓ MT to set up a separate meeting to discuss the e-learning module going forward alongside EMCOR, Skanska and Ross Primmer from the School.

7. Summary of the last quarter theme - Helen Carter (Updates provided in the slides)

HC states to the group that the Modern Slavery hot topic page had an overall of 8 visitors in the last quarter. Considering the resource and work that went into producing this page for the FM School, HC poses the question of whether a hot-topic page is effective for the next session of Social Value.

Agreed:

- The group agrees that the FM hot topic page should be done again for the next quarter
- The Partners will help promote the page the next quarter to attract more visitors to the page

Actions:

- ✓ UC to produce another hot topic page for the next quarter (social value)
- ✓ Partners will send out the information about the hot topic page to all their suppliers
- ✓ UC to produce a slide to promote the hot topic page at all the upcoming FM events
- ✓ To provide the link to the hot topic page to Partners to promote:
<https://www.supplychainschool.co.uk/uk/sustainability/fm/hot-topic-page.aspx>
- ✓ UC to save the hot-topic pages each time it's refreshed so we have a back-catalogue of all the previous hot-topic pages going forward

8. Social Value Action Plan

HC presents the Social Value Action plan to the group. Social Value will be the focus topic for the FM School in the next quarter (Sept – Dec) and HC asks the group for input on ideas.

Webpage content:

- CO has offered to pull together some quotes for use on the webpage
- RM states that RICS are about to bring out six case studies all on FM that could be used on the webpage
- Can the partners offer something from a client's perspective?

Supplier day content and promotion:

- HC talks through the draft agenda for the 21st November FM Supplier day on Social Value taking place in central London and asks the group if they can offer any speakers for the event:
- EMCOR offer a potential speaker on social value / community engagement for this event
- CO will get in touch with MT, UC on whether they can provide a presenter on FIR
- CM from ENGIE going to attempt to get a speaker for the event on the Queen Elizabeth Olympic Park case study
- MT proposes that the event also looks at Apprenticeships rather than Modern Slavery Act.

Actions:

- ✓ Partners to get in touch with UC if they would like to speak
- ✓ AM to introduce UC to a contact within BIFM who could potentially help promote the FM events going forward

Workshop plan

CM from ENGIE have expressed an interest in hosting the Social Value workshop in December and will be contacting UC directly

9. AOB

- CO requests that we have dial-in options for all meetings going forward
- HC - Theme for final quarter of the year is sustainable procurement.

- Bouygues have offered a central London venue for the next meeting and will contact UC directly
- **Next meeting takes place on Tuesday 14th November**