

**Attendees:** Alison Bettany (EMCOR UK), Ursula Cooper (AS), Mark Turner (AS), Chris Allen (Heathrow), Amelle Mestari (Bouygues), Sara Tome (Bouygues), Terry McFadden (Wates), Charlotte Osterman (VINCI Facilities), Katherine Randell (Canary Wharf), Lizzie Rendell (Skanska), Ben Lowles (Skanska), Peter Brogan (BIFM), Martin Gettins (Canary Wharf), Rory Murphy (VINCI Facilities)

**1. Introductions and Welcomes, the group**

Welcome and introductions. Each of the group introduced themselves. Canary Wharf Group (a new Partner) were introduced to the group.

**2. Operational Update, Mark Turner - key stats**

Mark Turner gave an overview of performance v/s KPI's and targets.

**Actions:**

- Partners to send UC their priority supplier lists to enable more targeted marketing of the School (current status list below)

Partner	Status & date received
Abellio	No
BAM FM	Yes (October 2016)
BIFM	No
Bouygues	No
Canary Wharf Group (new Partner)	No
Carillion	No
Covance	Yes (December 2016)
EMCOR UK	Yes (July 2017)
ENGIE	Yes (August 2017)
Fortel	No
Grosvenor	No
Heathrow Airport	No
Interserve	Yes (July 2017)
Kier	No
Morgan Sindall (FM)	No
Robertson Group	No
Skanska FM	Yes (July 2017)
United Utilities	No
VINCI Facilities	Yes (May 2017)
Wates Smart space	No
WP Group	No

**3. Operational Update, Mark Turner - events**

Last workshop slot for year-end taken by ENGIE. This will be a workshop exploring the opportunities and challenges presented by the Circular Economy. Partners are very welcome to attend but it would be beneficial to have any confirmations of interest in attending as soon as possible.

**Actions:**

- Partners to let MT/UC know if they would like to attend the Circular Economy Workshop on 21<sup>st</sup> March at Engie - Canary Wharf

#### 4. E-learning module development

Mark Turner has circulated a link for the FM Waste Toolbox Talk. Initial comments from the group were positive. MT explained that further work was being done to improve the “character accents” used in the audio script.

##### Agreed:

- The Toolbox Talk is aimed primarily at site level operatives, in practice for instance cleaners and caterers (i.e. primarily Soft Services). It was suggested that in due course it would be useful to produce a separate Toolbox Talk or additional section for the current offering that talks more specifically to engineers (i.e Hard Services).

##### Actions:

- Partners to send any further comments or suggestions on the FM waste theme e learning and Toolbox Talk developments to MT – these could influence the work programme for 2018/19

#### 5. Sustainable Procurement quarterly theme:

- a. Supplier day
- b. Comms

The group began discussions on how to take forward the final FM Supplier day for the current FY, which is planned to be held in Leeds on 1<sup>st</sup> March 2018:

##### Agreed:

##### The following ideas/options were suggested for this supplier day:

- ✓ At least one speaker who can provide a client’s perspective
- ✓ At least one FM service provider perspective
- ✓ To ensure the day’s topic draws in the audience by using case studies to inspire
- ✓ To focus on the people/planet/profit axis and demonstrate the procurement risks and opportunities
- ✓ To have a Yorkshire focus if/where at all possible and include at least some case studies based in or adjacent to the area if possible

##### Actions:

- ✓ MT/Alison Bettany to ask United Utilities if they would be interested in speaking
- ✓ Canary Wharf to contact FFC UK who could potentially offer case studies for the event
- ✓ Heathrow to contact Carbon Trust who may be willing to collaborate/speak
- ✓ Bouygues to contact Bodyshop who could potentially speak at the event on their refurbishment project

- ✓ Canary Wharf to see if they can provide a speaker on the coffee cup reduction agenda
- ✓ UC and MT to come up with a draft title and layout/agenda for the 1<sup>st</sup> March Supplier day
- ✓ Partners to find out if they have any speakers and lists to promote the event

## 6. Business planning

Business planning continued with Mark Turner giving an overview of what the focus and work programme for 2018 could look like.

**The business planning document is provided separately with a write up of the exercise notes completed in the meeting.**

## 7. AOB

- ✓ UC to send around a Doodle Poll to get consensus on the date of the next meeting (moving from March to April so it doesn't clash with the School AGM) and also set the most mutually appropriate meeting dates for FY 2018/19. N.B. the Group agreed that on balance it makes most sense for meetings to be held in London – though we should seek to use telephone links where practicable for those that cannot be present in person
- ✓ UC to add Ben Lowes to the distribution list for all future FM meetings
- ✓ MT gave a brief overview of the 2018 FIR programme. Partners asked to consider becoming FIR Ambassador's and to get in touch with [tolu@supplychainschool.co.uk](mailto:tolu@supplychainschool.co.uk) if they would like to learn more about how to get involved in the FIR programme
- ✓ UC to send Skanka's priority supplier list to LR and BL so that they can check it is correct
- ✓ UC to send around the Plate to Planet link once the page is live
- ✓ UC to ensure the VINCI Facilities FM Social value e-learning modules are on the FM pages
- ✓ UC to get in contact with BL re collaborating on a Scotland workshop.