

Attendees: Alison Bettany (EMCOR UK), Ursula Cooper (AS), Mark Turner (AS), Chris Allen (Heathrow), Sara Tome (Bouygues), Charlotte Osterman (VINCI Facilities), Ben Lowles (Skanska), Alex Doherty (ENGIE) Jehangir Ali (Bouygues)

1. Introductions and Welcomes, Alison Bettany

Jehangir was welcomed to the group.

2. Operational review 2017/2018, Mark Turner

Mark Turner gave an overview of performance against the business plan 2017-2018 including an overview of the statistics and the impact that the School has achieved over the period.

Agreed:

- The Partners would like to get a waste management company to join the group
- The group need to give the School their updated Priority Supplier lists to promote supplier days, workshops, and other content
- Partners can also significantly help push use of the School through recommendation, advice to suppliers etc.

Actions:

- ✓ Ben Lowles to email the group Skanska's "colour palette" which describes level of ambition in sustainability performance for the group to use in gauging their impact performance in the next meeting
- ✓ Any partners willing to provide their priority supplier lists to forward these to UC as soon as possible
- ✓ Any partners that would now like to update their priority supplier lists to contact UC with details
- ✓ UC to continue to assist partners in setting up their performance dashboards.

3. Presentation and discussion of the 2018-19 Business plan, MT/AB

Mark gave an overview of the new business plan, also informing the group that they have the option to make amendments by agreement through the year if they feel necessary. The opportunities available for the Partners were discussed.

Agreed:

- The targets that have been set are challenging but achievable and the group will work together to help achieve them

Actions:

- ✓ In the next meeting, MT to present the Partner maturity matrix to give new Partners an introduction and understanding of its use.

4. 11.45: Suggested supplier day schedule;

- June; Heathrow Airport (key theme supplier innovation/circular economy), MT

The rationale for running a supplier day at Heathrow was presented by Mark and CA. This included the practicality that some of the content might be focused towards the specific needs of Heathrow – however there would be a share learning opportunity for all attendees including FM Partners. The initial hope was to run this day in June/July but it appears that September might be a more realistic target date.

Agreed:

- The group would like to use the FM supplier event to share knowledge particularly around supplier innovation
- There is scope to add an interactive session to the event agenda examining common problems for discussion such as 'risk in your supply chain'
- A decision will be taken soon as to whether the breakout sessions/round table exercises at Heathrow should cover a range of different topics or instead drill down on one topic
- The group suggested several topics for potential inclusion. Though not all could necessarily be included in this event they can all be covered in the range of FM events that can be run in 2018-2019; Suggested topics: living wage, modern slavery, efficiencies, prompt payment/mechanisms for achieving this etc.

Actions:

- ✓ CA will investigate a venue at Heathrow for a date in September for the supplier day
- ✓ Partners to contact UC/MT if they would like to talk at and/or participate in the planned Heathrow Supplier day - this approach is very much welcomed
- ✓ CA will ask Carbon Trust and an innovative SME supplier to present
- ✓ Partners to contact MT/UC if they have a case study they would like to put forward
- ✓ MT and CA to discuss how to progress on the event in a separate phone call and will feedback to the group as soon as possible.

- November; London/Manchester (key theme social value), MT

The idea of running a social value focused supplier day was discussed. The Group approved but there was a preference to would like to run the event in January instead of November if it does not impact other scheduled School events.

5. 12:10: Breakfast seminar/half day event schedule, MT

Mark would like to bring as many as possible new suppliers into these events; potentially one focussed on a single topic area (or contract opportunity?) and one covering a broader range of topics. These events are open for partners to engage in and shape at present, but it will be important for the School to progress them soon.

6. 12.20: Workshop schedule, MT

Mark presented an overview of the workshops that have taken place and the workshops that are already scheduled.

Workshop topic ideas from the group:

- Waste/circular economy (EMCOR UK)

- Single use plastics (Bouygues) Horizon group / WWF
- Others?

Actions:

- ✓ Group members to contact UC/MT if they are interested in hosting a workshop
- ✓ Group members to contact UC/MT if they have contacts to speak on workshop topic ideas.

7. 12:30: E-Learning Module Development (waste + one other tbc), MT

Agreed:

- Group would like to proceed with the waste e-learning module for FM managers. This is targeted of completing in Q1 (end June)

Actions:

- ✓ MT to contact waste group to begin to develop the waste e-learning module for FM managers
- ✓ Partners to contact UC/MT if they have any ideas for subject matter that would contribute to this
- ✓ Partners to contact UC/MT if they have suggestions for further e learning, toolbox talks etc.

8. 12:45: Webinar development/suggested theme (social value), MT

Agreed:

The group would like to develop a webinar on waste/circularity. This is in immediate preference to social value as a theme and will fit well to a wider campaign on waste/resource use/circularity.

Social value is still considered a highly valid theme and will be considered for future webinars.

9. 12:55: AOB/future meetings

FIR: MT gave an overview of the FIR project and introduced the group to how they can get involved.

Meeting planned for 25th July 2018 (11:00am – 1.00pm). Calendar invite now sent.

Group agreed meetings in October 2018 and January 2019 (calendar invites soon).