

Date: **Thursday 23rd July 2015. 9.00 – 13.00**

Venue: **Wates, Wilton Road, London**

Attendees: Chair: Rachel Woolliscroft (Wates). *Facilitator*: Ian Heptonstall (Action Sustainability).
Attendees: Paul Voden (Kier), Rob Warboys (Lovell), Sarah Downes (Zero Carbon Hub),
Caroline Johnstone (Galiford Try), Ursula Cooper (Action Sustainability), Ross Primmer
(Action Sustainability).

1. Recommendations to the board

- The board might want to consider a consistent 'mission' and 'vision' statement for the school, to be included in the terms of reference for construction, infrastructure, FM and homes.
- There is significant issues with the use of different industry categories for each sector of the School that need to be fully thought through by the Operations Group. We need to consider the user experience of moving from sector to sector and having different classifications in each sector.
- We need to consider the need for a practical School-wide e-learning module on "Practical Steps for companies to take to reduce their sustainability impacts" - aimed at the small business market.

2. Recap from last meeting

The minutes from the previous meeting on the 29th June were discussed. There were no comments from the group.

3. Terms of reference

I Heptonstall presented the revised Terms of Reference to the group, with a revised 'higher level' vision and mission for the school. There was broad agreement from all present that the ToR is now ready for sign-off by the group.

Action: AS to circulate final version of the ToR for signoff by all partners of the school.

4. Trade Categories (*Set attached, group input required*)

AS presented a draft version of the trade categories / sub-categories for the group, based on those previously developed for the construction school and reviewed by J. Slaughter. A group exercise was undertaken to discuss and develop the trade categories further. It was agreed that the trade categories should be listed in alphabetical order for ease of use by all including at the registration stage for School members

Action: AS to review trade categories, and sub-categories and re-circulate to partners for comment before 31st July. Also to look at the alignment with the construction and other groups.

Action: Partners to submit comments for discussion and final sign off of trade categories at the next leadership group meeting on the 3rd September.

5. Heat Mapping Sustainability Risks

A heat mapping exercise was undertaken by the group to understand the 'high', 'medium' and 'low' sustainability risk areas for the school. Each trade category was assigned a red, amber, green (RAG) rating by sustainability issue. This information will subsequently be used to develop the prioritisation logic for the website (once trade categories have been agreed by the group).

Action: AS to circulate heatmap to partners for comment.

Action: Paul Voden to send through the environmental awareness course information with handbook to Ian Heptonstall.

6. Website Diagnostic - Self Assessment Questions

The group discussed the proposed self assessment questions for the school, based on those previously developed for the construction school. There was significant discussion around the questions and the following key issues were highlighted:

- There is a degree of repetition in the existing questions which should be removed. 'Rolling up' several of the questions will remedy this problem.
- The number of self assessment questions in certain sections of the diagnostic at present could be overwhelming for a user.
- It is important to consider the 'user' and to make the trade categories and self assessment questions as intuitive as possible.
- The potential relevance of having questions themed on design/construction/operation – is this indeed possible, or within the scope of the school?

Self assessment questions for: sustainable homes; environmental management and energy and carbon were gone through in detail. Questions for sustainable materials; waste; water; biodiversity and ecology; economy and community; ethical business and sustainable procurement still need to be discussed.

It was agreed that these remaining topics would be discussed over a series of three conference calls before the next partner meeting.

Action: AS to organise three conference calls to discuss the remaining diagnostic self assessment questions.

Action: AS to make discussed changes to sustainable homes; environmental management and energy and carbon and circulate to the group for comment.

7. Resource Library

A brief discussion was had on the resource library, which will be developed once the self assessment questions have been finalised.

Action: Partners to send AS any documents (web-links preferred) for inclusion in the resource library as appropriate.

8. E Learning Modules

A discussion was had on the proposed 'Overheating' and 'Performance Gap' e-learning modules. These are still considered to be important issues for the school, however, following changes in recent government policy in respect to zero carbon homes and allowable solutions it was felt that an overall re-think might be beneficial.

Discussion amongst the group indicated that the following issues could also be potential e-learning module topics:

- Top tips for sustainable supply / to be a sustainable supplier / embedding sustainability in your business;
- The drivers for sustainability in the homes market;
- A simple guide on retrofitting; and
- A simple guide to social value.

In addition the structure of the e-learning might be edited to make them shorter in length and clearly targeted at the intended audience.

Action: Each member of the group to send their proposed **four e-learning topics to RP by Wednesday 29th July** for a conference call to discuss and finalise e-learning module topics in a conference call w/c 3rd August.

9. Peer Reviewers (Volunteers required)

To be discussed, volunteers welcome!

10. Plan for the next group meeting

Due to deadlines for the Homes School a series of conference calls are needed before the next meeting to progress development and remain on track for deliverables. The following is required

- x1 Call to discuss e learning topics
- x1 Call to discuss the remaining self assessment questions for sustainable materials, waste and water.
- x1 Call to discuss the remaining self assessment questions for biodiversity, economy and community.
- x1 Call to discuss the remaining self assessment questions for ethical business and sustainable procurement.

Action - UC to arrange conference calls for next four weeks to discuss e-learning modules and self assessment questions.

11. AOB

n/a