

Date: Tuesday 3rd May 2016, 10.30 – 13.00

Venue: Lovell Ltd, Marston Park, Tamworth, Staffordshire, B78 3HN

Attendees: Rachel Wooliscroft (Wates), John Slaughter (HBF), Alice Flint (Lovell), Rob Worboys (Lovell), Sarah Pratt (Barratt Group), Caroline Johnstone (Galliford Try), Paul Voden (Kier), Ian Heptonstall (Action Sustainability), Ross Primmer (Action Sustainability).

1. Recommendations to the Board

- It might be more pertinent to widen the scope of the Apprentice Levy SIG brief to simply discuss apprentices as government policy on the levy is not clear at present. The group will then be well placed to discuss the levy when guidance becomes available.
- A Sustainable Procurement SIG would be a valuable addition to the existing SIG list.
- Two of the potential SIGs are biased towards the Offsite School and seem to have little wider relevance.
- The performance dashboard would benefit from a conversion rate of member to user
- The Homes Group wish to lead on the toolbox talk for environmental awareness for operatives and on an introductory e-learning module for SMEs on "What Does Sustainability Mean to Me" and also on a module specifically aimed at Groundworkers.

2. Notes of last meeting

Notes from the last meeting had been circulated prior to this meeting and approved by the group.

3. Homes School Progress and Trend from 2015

a. Progress Against Milestones

Action Sustainability presented the new School wide dashboard and key milestones table to the group which was met with broad approval. A key improvement could be to add in RAG ratings to provide a visual representation of progress to date in the milestones table.

Action Sustainability also provided a summary of the new partner maturity matrix, designed to show progress between schools. This was also met with broad approval by the group, although definitions were requested to establish the meaning of *participating*, *engaged* and *leading* in the matrix.

Action: AS to provide RAG ratings in next iteration of milestones table.

Action: AS to provide definitions for partner matrix table and circulate to the leadership group for comment.

b. Target Audience and Priority Supplier Lists

Action Sustainability reiterated need for partners to send up to date key supplier lists to be uploaded into partner dashboards.

Action: All partners to supply up to date supplier lists to Ross to be uploaded into dashboards.

Action: AS to provide a summary of key suppliers for the school as a whole by the next meeting

4. Supply Chain Training Needs

a. HBF Report – John Slaughter

John provided an insight on the report, due for publication next month, key points from the presentation and subsequent discussion included:

- 80-85% of workers on a typical construction site are employed by subcontractors.
- Two thirds of suppliers want to grow their business, and the biggest barrier to this growth is a lack of skills and appropriate people for jobs.
- The tendency for short term contracts makes training difficult for subcontractors. One in seven report difficulties in training staff.
- In many regards training provided by further education colleges is considered out of date (50 yrs?!) with the industry at present. As such, young people are leaving these establishments ill equipped for the world of work, or even the ability to begin an apprenticeship scheme.
- The Homebuilding Skills Partnership has developed three streams of work from which requirements will be developed, specific to the homes sector. They are:
 - Attracting the right people
 - Training Needs
 - The Supply Chain
- Competence is another key issue, and there is a key need for workers in the construction sector to be competent and able to deliver client requirements.
- From a legislative and particularly sustainability perspective there is a need to think '*beyond compliance*' .
- There is a need for the sector to offer training opportunities for people other than school leavers. This includes training for older people who will have different training needs to school leavers at 16.

Action: J. Slaughter to circulate complete report once it has been published.

b. Action Sustainability School Survey

The survey found that amongst the 222 responses received Sustainable Procurement was the most commonly identified sustainability issue and identified by 70% of all respondents. The issues of Environmental Management, Sustainable Construction, Materials, Employment Skills & Ethics and Waste were also identified by over 50% of respondents.

In terms of training Fairness Inclusion and Respect, Apprenticeships, Modern Slavery and BIM Level 2 were identified as key issues. The identification of BIM level 2 is an interesting as this has not been defined yet!

A wide range of issues were identified for the school to focus on, including Climate Change, BIM, Circular Economy and Energy Efficiency.

c. Supplier Days and Workshops

An update was provided on the upcoming Supplier Day at BRE in Watford on the 25th May. All speakers are secured, including Andy Stevens from Barratts from the leadership group. At present Action Sustainability is promoting the event, which is currently on course to achieve over 100 attendees.

Action: AS to circulate agenda for the event on the 25th May to leadership group.

A focus is still needed for the additional four days currently scheduled in the rest of 2016. In relation to the St. Helen's event on the 12th July it would be beneficial to contact the Manchester G7 social housing partnership to see if they would like to contribute to the event.

Action: Partners to feed back to AS on supplier day focus areas and events they would like to contribute on.

Action: Action Sustainability to follow up with Kier and Lovell in relation to the St. Helen's supplier day scheduled for the 12th July. This also includes using contacts to get in touch with members of the G7 partnership.

Action: AS and Galliford Try to get in touch in relation to the South West event in September.

At present there are 8 workshops scheduled for the school and one completed, meaning that another 6 are needed to meet the School's obligation to organise 15 workshops.

Action: All partners to contact R. Primmer to organise workshops for the school.

Action: AS to contact potential workshops in Scotland and Wales with Lovell

Action: Kier to confirm the date for the planned Scotland workshop with AS.

d. E Learning and Toolbox Talks

There was significant discussion around potential new e-learning to be developed by the Homes School this financial year. Initial topics suggested included:

- An introductory sustainability guide for groundworkers;
- A "What Does Sustainability Mean to Me" guide for small suppliers;
- Waste Management; and
- Development and Flood Risk.

Following group discussion it was felt that an introductory guide for groundworkers and "what does sustainability mean to me" guide would be most beneficial to the group at the current time. Both these e-learning modules may also be complimented with a toolbox talk, although further discussion is needed to establish how best to allocate resources.

Action: R. Primmer to work up e-learning briefs for groundworks and "what does sustainability mean to me" e learning modules for circulation to the wider group and further discussion at the next leadership group meeting.

5. Special Interest Groups

The group were presented with the existing five proposed SIG groups.

Of the five it was felt that the Apprentice Levy Group would be of significant interest to the Homes group. However, it should also be noted that there are a number of unknowns associated with the Levy at present and additional information from government is needed to understand exactly how it will work. With this in mind it might be more beneficial for the group to initially simply discuss the issue of apprentices in the built environment before progressing to the Levy later in the year when government policy becomes (hopefully!) clearer.

In addition an SIG looking at sustainable procurement would also be a beneficial addition, with the remit of developing a documented procedure designed to help SMEs implement sustainable procurement. This takes into account the fact that Sustainable Procurement is a key issue highlighted in the School survey.

Action: AS to feedback the group's views on the proposed special interest groups to the school board.

6. Any Other Business

n/a

7. Date of Next Meeting

5th July, Galliford Try, 248a Marylebone Road, London.

10.30 – 13.00