

Date: Thursday 14th July 2016

Venue: Lovell Homes, Marston Park, Tamworth B78 3HN

Attendees: Rob Worboys (*Lovell*), Alice Flint (*Lovell*), Robert MacDiarmid (*Redrow*), Caroline Johnstone (*Galliford Try*), Paul Voden (*Kier Homes*), Barry Fitzpatrick (*Willmott Dixon*), Emma-Jane Allen (*Action Sustainability*), Ian Heptonstall (*Action Sustainability*), Ross Primmer (*Action Sustainability*), Olivia Waters (*Crest Nicholson, guest*), Sarah Pratt (*Barratt, by phone*), Laura Boccadamo (*Berkeley, by phone*)

Apologies: Cara Palmer (*Wates*), Rachel Wooliscroft (*Wates*)

Meeting notes:

1. Feedback to the Board

Feedback to the Board was provided as below:

- The Partner maturity matrix is a useful document which meets the requirements of the group
- The proposed Special Interest Group for the Fair Payment Charter is considered to be more of a lobby group and not really appropriate as a SIG

2. Feedback to the Operations Group

Feedback to the Operations Group was provided as below:

- The group should consider the role of an e-learning module for the management of sustainability (*how to set up a policy, strategy and process and implement it*). This is distinct from subject matter expertise or practical advice for operatives.

3. Homes School Progress and Trends

Face to Face Learning

The face to face learning developed by the Homes School is scoring well for quality and potential to influence change (as per feedback forms), but progress is needed with respect to relevant as this is clearly behind target.

Actions:

- **AS to:**
 - Review detailed feedback on each workshop to understand why this figure is low and make the adjustments required to the training. Is there a specific type of workshop that is not working? Feedback due at next Leadership Group

Resources

The issue of Partners providing new resources for the Homes School was raised.

Actions:

- **Partners to:**
 - Provide AS with new resources for the School as appropriate, and updates as and where they feel a more relevant or influential resource is available. This

includes resources from third parties (e.g. *Volker Vessels video used by Wates at the most recent supplier day*).

Performance against Targets

The Homes School is typically meeting its objectives; however, the School is falling behind on the objective for e-learning module downloads.

Actions:

- **AS and Partners to:**
 - Work together to increase the number of e-learning downloads, including efforts at workshops / supplier days.

4. Homes School 2016 Deliverables

E-Learning Modules

A group exercise was undertaken to develop the existing e-learning briefs for “*Groundworks*” and “*What does Sustainability Mean to Me*”

It was decided that a toolbox talk to accompany that “*What does Sustainability Mean to Me*” e-learning module would also be beneficial for site workers.

Actions:

- **AS to:**
 - Develop briefs based on the comments provided by the Leadership Group and circulate by the 23rd July
- **Partners to:**
 - Confirm to Ross if they are willing to contribute to filming for the e-learning modules and case studies and if they would be interested in peer reviewing one of the e-learning modules

5. Update on Special Interest Groups (SIGs)

A breakdown of the SIGs for this financial year was provided to the Leadership Group.

In addition, the proposed SIG on the Fair Payment Charter was also presented. It was agreed that this particular SIG would to perform more of a lobbying function (*as the requirements of the charter are largely unrealistic*) and subsequently it was not deemed to be a wholly suitable topic for a SIG.

Partners were welcomed to attend any of the current SIGs on **The Apprentice Levy, Social Value in Design** and **BIM level 2**

Actions:

- **AS to:**
 - Circulate meeting invitations to the Partners for the respective SIGs

- **Partners to:**
 - Sign-up and attend whichever SIGs were relevant and of interest to them

6. Any Other Business

Upcoming Supplier Days

It was decided that there was a need for the Homes School to arrange both supplier days and workshops in the diary for the coming months to ensure that they can be advertised to suppliers and give them a range of dates and locations. Proposed dates include:

- London – Autumn TBC
- Birmingham – Early 2017 TBC

Supplier Day – 30th September

Agreed Points:

- ✓ It was decided that the upcoming 30th September event will be based in Chepstow, but with a regional focus on the South West and Wales where many Partners have significant interests.
- ✓ The day will focus on “*The Performance Gap*” as this is seen as a key issue for the sector at present.
- ✓ A key aspect of the day will be to find out ‘*how you can help us*’ and ‘*how we can help you*’ in terms of Partners talking to more clients and suppliers in order to decrease the impact of the performance gap. With this in mind, the day will need perspectives from suppliers, clients and Partners to establish what the key issues are and how they might be solved.

Actions

- **AS to:**
 - Develop a draft agenda and circulate to the Leadership Group by 23rd July
 - Propose date for the London and Birmingham supplier days and feedback to the Leadership Group
 - Follow up with Emily Hamilton from Grosvenor in relation to the “Refurbishment Best Practises” workshop which might be arranged in order to showcase some of the technologies which they have used on the recent development of a listed building in central London
 - Contact Zero Carbon Hub / social housing contacts as speakers for the event
- **Partners to:**
 - Discuss potential speaker contacts for the event (*Paul Voden has contacts from the NHBC*)

Next Meeting: Thursday 10th November 2016, 10:30 – 13:00

NB: AS to double check this location is still appropriate