Supply Chain School Horizon Group meeting

Date: Tuesday 1st March 2016; 10 am to 1pm

Venue: BRE, Watford

Attendees: Jacqui Glass *(Loughborough University – Chair)*, Mohammad Rickaby *(Action Sustainability)*, Donna Hunt *(Aggregate Industries)*, Josien Van Der Meer *(Balfour Beatty)*, Shamir Ghumra *(BRE)*, Erica Russell *(Carillion)*, Gareth Rondel *(Kier)*, Susan Hone-Brookes *(Laing O'Rourke)*, Maeve O'Loughlin and Lian Lundy *(Middlesex University)*, James Upstill-Goddard *(Responsible Solutions)*, Adam Robinson *(Sir Robert McAlpine)*, Colin Moorcroft *(Skanska)*, Andy Swain *(Tarmac)*, Baris Yalabik *(University of Bath)*, Paul Wyton *(Sheffield Hallam University)*, Mark Gaterell *(University of Portsmouth)*

Apologies: Shaun McCarthy *(Action Sustainability)*, Noreen Winhall *(Carillion)*, Marylyn Carrigan *(Coventry University)*, Keith Chanter *(EMCOR UK)*, Caroline Johnston *(Galliford Try)*, Dan Firth and Colin Braidwood *(Interserve)*, Camila Bernal *(Laing O'Rourke)*, Laura Spence and Diego Vazquez-Brust *(Royal Holloway)*, Alexander Trautrims *and* Tony Parry *(University of Nottingham)*

Minutes of the Meeting

1. **Introductions**

   - Jacqui welcomed everyone to the meeting.

2. **Actions from previous meeting**

   - All actions were covered off.

     o Except for the proposal document for the Externalities research detailing a nature of the research was not issued. Diego sends his apologies and will be covering this in the next meeting.

3. **School update**

   - Mohammad presented a series of slides to communicate the latest KPIs from the school. These slides will be circulated to group members.

   - Colin queried the status of updates of the school modules. Mohammad confirmed a business ethics module was due to be developed with academic input provided by Laura Spence.

   - Jacqui summarised that there has been a broadening of membership of the school, with a much broader base.

- Paul queried whether engagement of facilities companies had increased. All aspects of the school are trying to be merged together (as of April there will be one single School merging the different Schools).

- It was noted that the school had 11,710 members.

- It would be useful to have some data on which specific e-learning modules are being accessed and how long for, and that it would also be useful to see a breakdown by access within individual company's supply chains.

- A discussion was held around the average session duration, and how long users typically spend on the site.

- A wide ranging discussion was held around the data that are being collected within the school; in particular, it would be helpful to have qualitative and quantitative data to evidence some value of engaging with the school.

- It was raised that this could perhaps be through case studies to provide examples of how supply chain organisations have used the school, what they have gained from engagement and what they have done with it.

- Mohammad summarised the three vision workshops that were held and the vision for the school under eight areas (subject matter; target audience; accreditation; new knowledge; leadership; geographic reach; partners; funding).

- There had been some debates raised from the last meeting during Shaun's presenting of these data. It is important to have new knowledge within the vision.

- The values of the school are to be defined and the School is currently drafting this.

- A slide was presented that shows a timeline of priorities. New knowledge going forward should perhaps extend into years 2,3,4, and ahead given the timescales with generating funding academically.

- Jacqui confirmed that there was a strong feeling that the Horizon Group should have funding allocated to it, and that £20,000 had been provided for the forthcoming school financial year. It was acknowledged that although this is not as much as some of the other groups, it is a positive step and that the group needs to decide how to best use this resource. This money will be available from April 2016.

- A discussion was held around potential activities.

- Laura to provide approximate breakdown of how many hours of her and other people's time it has taken to develop the revised Business Ethics module. It is important to capture the data on 'in kind time' that has been provided.

- Maeve to send Mohammad guidance documents relating to calculating the social return of investment where financial proxies are used to account for non-financial efforts (e.g. volunteering, community benefits etc) - *2 documents enclosed with these minutes.*

- It would be helpful to understand what the School is expecting back from the group. Jacqui confirmed that as the Chair she had received no guidance on expected outputs.

- The potential to split into various Special Interest groups (SIGs) with very specific Terms of Reference was raised. Potentially e-learning modules could be developed from this?

- Jacqui suggested that it was important to hold an interim meeting before the next scheduled meeting on 2nd June so that traction is not lost. Mohammad to coordinate a doodle poll for this workshop meeting. A London location was preferred by the majority.

  - ***Post Meeting Note:*** *Due to limited availabilities it was not possible to arrange the workshop before the 2nd June meeting. It was decided to have this on the 2nd June and extend the duration of the meeting by 2 hours.*

- It was noted that academic partners would like a teleconference meeting ASAP, and before the proposed workshop. Mohammad to arrange a doodle poll suggesting some dates.

  - ***Post Meeting Note:*** *A doodle poll was sent to all academic partners*

4. **Update on priority items**

- Baris gave a presentation on the Business Case for Sustainability.

- A discussion was held around compliance and 'beyond compliance'.

- Jacqui summarized that this had given the group a framework for thinking about the business case for sustainability.

- Mohammad confirmed that previously in the School a business ethics module did exist but it had not had any input from academia. Laura had revised the module by providing academic input; the module is targeted at the beginner level. Mohammad to find out the target date for a more advanced module.

5. **Presentation by Maeve O'Loughlin**

- Maeve gave a presentation on a potential research opportunity she wishes to undertake.

- In particular, the IOSH annual call was raised.

- Jacqui had confirmed that funding had been received from IOSH at Loughborough and there was potential for the group to do something around management of health and safety.

6. **Presentation by Colin Braidwood**

   - Colin was not in attendance and as such the content of Colin's slides was not covered.

7. **Using the school content for teaching**

   - It was agreed that the school website is a very useful resource, but for those who are not expert it can be difficult to pinpoint where to go to obtain specific information.

   - It was suggested that the school should map out for people the skill set that they are going to take with regard to potential for accredited training.

   - Mohammad, Paul and Shaun to arrange telephone conference to discuss some of the issues raised in Paul's presentation.

8. **Updates on Special Interest Groups (SIGs)**

   - Mohammad gave an overview of each of the SIGs within the school.

   - It was suggested that representatives from the SIGs should be invited to workshops.

   - Adam to suggest to the Performance Measurement Group that feedback from the group be circulated to academics for review. Adam confirmed that the focus of the group to date had been on metrics.

9. **AOB**

   - Mohammad presented a slide on Fairness, Inclusion and Respect (FIR) in construction.

   - Gareth confirmed he had not seen any information on the outputs of the Performance Measurement Group. It needs to be checked that this has gone to all partners.

   - Colin raised the IEMA working group and what progress the school had made with this. Mohammad to provide an update.

   - Mark – to raise awareness for the group, NERC funding had been received to look at SuDS.

   - Maeve queried whether a health and safety module had been considered for inclusion within the school. Shamir covered reasons as to why such a module had not been considered at the outset of the school.

   - The inclusion of SuDS within the group was queried. Shamir confirmed that within the school the Homes Group had put a SuDS module together which had been launched earlier in the year.

   - Andy informed the group that a Materials Group had also been set up within the school. Jacqui suggested that future Horizon Group meetings should include an update from this group.

- The research workshop is important for setting priorities for the group. It is important to prioritise the direction for the group and not the funding.

- Shamir informed the group that the school AGM is being held on Friday 11th March. Jacqui reported that there are some items within the school that partner companies are made aware of but academics are not. Jacqui confirmed that as chair of the Horizon group she had not been made aware of the date of the AGM.

- Jacqui informed the group of the Travis Perkins Innovation awards which can be accessed at the following link: http://www.tpia.co.uk/

- Jacqui confirmed that at the end of the calendar year she would be tendering her resignation as chair of the group and invited the other members to consider the next chair.

Actions:

Mohammad to:

- Circulate the slides from today's meeting

- Confirm target date for more advanced business ethics module

- Make arrangements to hold three way conference call with Shaun and Paul to discuss some of the issues raised in Paul's presentation

- Mohammad to coordinate a doodle poll for the interim workshop meeting ASAP to be held before the June meeting.

- Mohammad to provide an update on the IEMA working group.

- Mohammad to coordinate a doodle poll for the academics' teleconference meeting.

Maeve to:

- Send Mohammad guidance documents relating to calculating the social return of investment where financial proxies are used to account for non-financial efforts.

Laura to:

- Provide an approximate breakdown of how many hours time it had taken to develop the revised business ethics module.

All

- Those wishing to nominate themselves, or anyone else for the Chair of the Horizon group starting from January 2017 should contact Mohammad.

Next meeting

- **Date**: Thursday 2nd June 2016, 10am – 4pm – Exchange Building, University of Nottingham