

Supply Chain School Infrastructure Leadership Group meeting

Date: Wednesday 2nd December; 0930 to 1230 hrs

Venue: Morgan Lovell, Noel Street, London

Attendees: Graham Edgell (Morgan Sindall), Shamir Ghumra (Responsible Solutions), Tracey Fogg (Laing O'Rourke), Joe Burns (Kier), Danielle Bistacchi (Action Sustainability), Paul Paddick (Carillion), Graham Arden (Skanska), Brian Downes (Aggregate Industries), Sonia Gandhi (National Grid), Randal French (Sir Robert McAlpine), Shaun McCarthy (Action Sustainability), Chris Broadbent (BRE), Gary Young (Galliford Try), Bayard Morales (WP Group), Mick Jennings (Balfour Beatty), Aiden Franks (Costain), Scott Dutton (HOCHTIEF UK), Emma-Jane Allen (Action Sustainability), Paul Parkinson (Action Sustainability), Ian Nicholson (Responsible Solutions)

Apologies: Simon Temperton (UKCES), John Hutton (BAM Nuttall), Mark Hopkinson (United Utilities), Roger Venables (CEEQUAL), Dawn Love (Taylor Woodrow), TBA (HS2), Andy Swain (Tarmac), John Hannan (VGC Group)

Summary of key recommendations to the School Board

- The Infrastructure Group are keen to see the establishment of a full term sub-Group for materials; this will be presented to the board in due course.
1. **Actions from the previous minutes were included in the agenda and otherwise approved.**
 2. **General attendance**
 - The meeting was well attended with apologies from seven partners
 - The Group welcomed HOCHTIEF UK and Costain as Partners.
 3. **Budget Update**
 - Shaun gave the Group an update on the budget for the School
 - After being reviewed by Martin Chown at Balfour Beatty the budget was revised down and certain School activities such as Supplier Days and some workshops are being pushed back
 - There should not be a detrimental impact on the School as a result of these adjustments
 - The KPI's for the School remain on track
 - There is a large bid in with CITB for support for five years; we will find out if this has been successful in the New Year.
 - **School Update (inc. visioning workshops)**
 - There was a general update and discussion on current School activities
 - New Partners were welcomed (HOCHTIEF UK and Costain) to the School along with more recent Partners who had yet to appoint representation to The School
 - Tracey Fogg reflected on a positive All Schools Supplier Day
 - There had been some positive engagement with the Visioning workshops, outcomes and suggestions will be presented to the board in January 2016
 - There is a School Survey which Partners were encouraged to recommend to their suppliers
 - Any Partners wishing to make further contributions to the visioning work should contact Shaun
 - Sonia Gandhi mentioned the MIROG client Group which may present a good opportunity for the ILG to interact with; this meeting will take place in January 2016.
 4. **Materials Group**
 - Shamir gave an update to the Group on the work to date of the Materials Group; heat mapping of key products and trade skills has started

- It was felt that the ToR of the Group was as such that it was being treated as a Special Interest Group, there was a strong feeling amongst Partners that the Materials Group should be a stand alone sub Group of the School
- Some more work needs to be done to align other activities in this space and the market impact
- The emphasis should be on creating an 'educating materials group'; this will give product manufacturers a clearer value proposition to becoming Partners to the School.

5. Business Planning

- A business planning activity was carried out by the Group which will be reported on separately
- The support of partners in this regard was duly acknowledged.

6. Potential Partners

- Paul Parkinson gave an update to Partners on potential new partners
- Paul has a 'hot list' of potential partners which he will share with the Group.

7. AOB

- Ian Nicholson and Chris Broadbent re-communicated that CEEQUAL was owned by BRE, they offered to spend time answering any questions after the meeting
- Shamir Ghumra informed the meeting that he will be leaving Responsible Solutions mid December; the Chair thanked Shamir for his contribution to the School and Infrastructure Group
- Ian Nicholson will be the new secretariat for the Infrastructure Group
- Tracey Fogg raised the query regarding the use of the School logo by members; this issue will be picked up at the Ops Group meeting on 14th December
- EJ reminded Partners that all e-Learning modules in the School can be linked to the LMS of any Partner organisation to benefit from the content and learning internally
- Paul Parkinson asked for any assistance or contacts with Network Rail
- The Chairman closed the meeting with a call to action; 2015 has been the start of the ILG, 2016 will be the year where this Group makes more impact.

Actions:

Shamir to:

- Circulate email copy for partners to promote the School survey to their supply chain
- Send the potential partner 'hot list' from Paul Parkinson to the Group
- Liaise with Sonia at National Grid regarding the client event in January 2016
- Collate the thoughts and discussions relating to the Business Plan and circulate to the new secretariat, Chairman and School delivery partner for further consideration

Ian to:

- Work with Graham Edgell to produce a White Paper on the need for a full time Materials sub-Group for the School
- Circulate the suggested Business Plan prior to the next meeting
- Circulate a Doodle poll for the next meeting

Danielle to:

- Update Partners at the next meeting with respect to the timetable of IT enhancements for the School e.g. automated emails and dynamic learning suggestions

Partners to:

- Provide contact details for other potential Partners from the Hot list (via Paul Parkinson)

Next meetings

- **Date:** TBC via Doodle poll via Ian Nicholson