

Date: Tuesday 8th March, 9:30am – 12:30pm

Attendees: Paul Paddick (Carillion), Roger Venables (CEEQUAL), Simon Bocivell (Francis Flower), Faye Hodgkinson (Fusion), Andy Hewett (HOCHTIEF), Joe Burns (Kier), Andy Swain (Tarmac), Tracey Fogg (Laing O'Rourke), Graham Edgell (Morgan Sindall), Randall Ffrench (Sir Robert McAlpine), Graham Arden (Skanska), Ian Nicholson, Danielle Bistacchi, Shaun McCarthy (Supply Chain Sustainability School), John Hannan (VGC Group),

Apologies: Mick Jennings (Balfour Beatty, Chris Broadbent (BRE), Scott Dutton (HOCHTIEF), Gregg Slater (National Grid), Mark Hopkinson (United Utilities)

Meeting notes:

1. Introductions

Simon Bocivell from Francis Flower and Faye Hodgkinson from Fusion (JV between Morgan Sindall, BAM and Ferrovial) have recently joined as partners and were welcomed to the group.

2. Agree minutes from last meeting

Minutes from the last meeting were agreed and an update was provided to the group. The full list of completed and outstanding actions from the last meeting can be found in the agenda.

Discussed points:

- ✓ Shaun McCarthy met with Gregg Slater at National Grid, who is the new lead contact since the departure of Sonia Gandhi. National Grid are postponing their Warwick Supplier Day, but look forward to getting more involved with the School this year.
- ✓ Danielle updated the group on the communication strategy for the Infrastructure School, work has begun on automated emails and the new monthly newsletter has been a success with over 3,000 views in February.

Actions:

- **Danielle** to ensure all partners receive the monthly newsletter.
- **Partners** to contact Danielle if they have any suggestions for 'hot – topics' they would like to be addressed in monthly newsletter.

3. General School Update

An update on the Schools performance was reported to the group. Further details can be found in the Operations Report. Key topics discussed:

School Board

Kath Gillard (Grosvenor), Jon May (Lendlease) and Martin Chown (Balfour Beatty) have all left their prospective organisations and have therefore resigned their place on the School Board.

The nominations are all in and the process for voting to elect the three new Board members has been circulated to all lead partner contacts. The successful candidates will be announced on Tuesday 29th March.

Regional Leadership Groups – Wales

If the School is to be successful in Wales, then there needs to be a leadership group in the region to help reach out to those suppliers. It also provides opportunities to apply for Welsh Government funding and initiatives.

The School has already developed a Welsh School with a diagnostic and resource library applicable to organisations supplying within Wales. The link to the Welsh School is:

<http://www.supplychainschool.co.uk/wal/built-environment/default.aspx>

Materials Group

Ian Nicholson provided an update on the Materials Group. The direction of the group has moved towards circular economy and practical advice on how contractors can work together to improve efficiencies with resources. The formation of the Materials Group as a full Leadership Group was approved by the board.

CITB Strategic Partnership

The School has secured funding from CITB for a further five years. Due to legal reasons the money cannot be used for any deliverables in the Offsite School. CITB will take their option to have a partner on the Board and continue their support for the School.

New Partners

There have been a number of new partners joining the School recently, including: Barratt Developments; Macavoy Group; Hanson; George Fischer; VINCI (offsite); Southern Water; Francis Flower and Fusion.

Actions:

- **Partners** to contact EJ if you have a colleague who would be interested in joining the Welsh Leadership Group
- **Ian N** to meet with the new partners – Francis Flower and Fusion to discuss their involvement with the Infrastructure Group
- **Partners** to contact Paul Parkinson if they have any contacts of potential new partners

4. Business Planning 2016 / 2017

It has been agreed across all of the leadership groups that the key objective in this year's business plan needs to ensure that there are more active members in the School. Thank you to the group for sending back their comments. Key topics discussed:

Primary Objective

Agreed points:

- ✓ As 'sustainability' becomes more confusing, the School must support the industry and educate on a range of issues included the more prominent socio – economic issues.
- ✓ The School should be looking to increase their influence throughout the industry, for example trade associations and institutional bodies.

- ✓ The School need to write more case studies and best practice statements which link to the Infrastructure School, the progress the group has made and how it has been helping partners. The 2015 Infrastructure case studies can be found online:
<http://www.supplychainschool.co.uk/members-partners/case-studies.aspx>
- ✓ The group should create a 'mission statement' which makes partners commit the group. The Infrastructure Group needs to be seen as leaders.

Actions:

- **Partners** to contact Danielle if they want any promotional material about the School which they can send onto their own clients and suppliers
- **Roger Venables** to invite Shaun McCarthy to the Infrastructure Committee meeting to talk about the School
- **Danielle** to speak to Paul Parkinson about the current list of organisations that the School is trying to engage
- **Ian N** to make the primary objective more ambitious prior to its presentation at the AGM.

Drive Membership

Agreed points:

- ✓ It was agreed that the group must do more to engage clients and designers and improve engagement of the current Infrastructure members.
- ✓ School needs to figure out what they can offer designers (as they don't have supply chains) – to help hook them in as partners. This could be in the development of certain workshops e.g. Innovation Bootcamps and specific designer forums on how they can influence sustainability in what they do.
- ✓ The School to help partners engage their key suppliers – the focus this year should be on engaging members instead of driving up new membership figures.

Actions:

- **Partners** to think about why they want designers involved and why they want them as part of the group, to help develop a business case for getting designers involved.
- **Partners** to send Danielle their lists of key suppliers they would want to engage to help drive activity.

Supplier Days

Agreed points:

- ✓ The focus of a Supplier Day should be a mixture of sector focussed and project focussed and should be about creating active members.
- ✓ Smaller project focussed events could be put under the supplier forum budget. The School ran a very successful supplier event for Laing O'Rourke focussed specifically on the Oxford Westgate Project with 65 attendees.

- ✓ Organisations who could contribute to the content of a Supplier Day should be involved even if they are not a paying partner, for example – local authorities
- ✓ The Q1 Supplier Day should be a general 'Infrastructure School' event with a theme all around Innovation to try and attract the designers and clients. The event may also be used to launch the Materials Group
- ✓ Steve Norris is organising a one – day conference in November with Highways UK, the group agreed that the Q2 Supplier Day should tie in within this conference.

Actions:

- **Joe Burns** to put Ian N and EJ in contact with Steve Norris to discuss how the School can link into the Highways UK conference.
- **Ian N and EJ** to draft an agenda for the Q1 Supplier Day and to send to the group for comments
- **Ian N** to organise a tele – conference to discuss the Q1 Supplier Day to progress things quickly
- **Danielle** to send a survey to the group to assess what Supplier Day's they would like to run in Q3 and Q4

School Forums

The suggested deliverables for forums was all agreed and partners agreed that they should be a mixture of partner internal and external supplier events.

Training

Training workshops will continue to be ½ day events and will focus on specific topics to help develop skills and understanding.

Agreed points:

- ✓ The workshops should be used to plug the skills gap. There needs to be work done to understand where we currently are and where we want to be.
- ✓ Workshops need to be practical and help suppliers understand how to apply what they learn. Suggested priorities - whole supply chain workshops, innovation bootcamps, roundtable events

Actions:

- **Danielle** to do a baseline study to understand how the Infrastructure members are currently performing within the School and circulate to the group for comments.
- **Danielle** to send a survey to the group to assess what workshops they would like to run this year.

Budget

It was agreed that the budget needs to be kept flexible and will depend on the needs of the group throughout the year.

KPI's

Agreed points:

- ✓ KPI's needed to focus on active members and that the partners need to work with the School to engage their strategic suppliers.
- ✓ There should be a KPI to be added to the plan of % of active partners as members

Actions:

- **Partners** to send through their list of priority suppliers which will help set a target to engage a certain % of suppliers
- **EJ** to circulate the partner maturity matrix she is currently drafting, to the group for comments
- **Danielle** to research how feasible it would be to have a Strategic Suppliers Dashboard for the whole Infrastructure Group to help drive up membership

5. Infrastructure Carbon Review

Dale Turner at Skanska has suggested that the partners of the Infrastructure Group should sign up to the Infrastructure Carbon Review charter.

Agreed points:

- ✓ The School will not be signing up, but will help support partners commitment to the review

Actions:

- **Danielle** to add the review to the resource library
- **Danielle** to add the review into the March monthly newsletter to encourage members to sign up

6. AOB

Closing comments from Chair

The top priorities for the group should be as follows:

- Partners to send through their 'hot topics' for the Infrastructure newsletter
- Partners to get involved with the Welsh Leadership Group and Materials Group
- New partners to send their feedback to Ian N about the meeting, and how it can be improved
- The School needs to take advantage of opportunities to engage with other industry bodies

- Partners to send through list of key suppliers – to help the School drive up membership and engage with key suppliers
- Partners to ensure that they respond to survey to ensure their comments are received
- Partners need to work on developing a Designers Action Plan at the next meeting

Next meeting: Ian N to send a DoodlePoll to schedule a convenient time for the next meeting. It was agreed that the meeting will be bi – monthly and scheduled for the rest of the year.