

Date: Wednesday 7th September 2016, 9:30am – 12:30pm

Attendees: Graham Edgell (Morgan Sindall), Alan Webb (Fusion), Randall Ffrench (Sir Robert McAlpine), Phil Wright (WP Group), Steve Hanscombe (Francis Flower), Tracey Fogg (Laing O'Rourke), Chris Hopkinson (Kier), Ian Nicholson (Responsible Solutions), Helen Carter (Action Sustainability), Vanessa Mallia (Action Sustainability), James Callaghan (VGC), David Morrell (Marshall's), Paul Paddick (Carillion), Dean Chrisp (Highways England), Steve White (HOCHTIEF), Shawn Gubbin (Taylor Woodrow), Jeremy Sparkes (Galliford Try), Richard Baker (Interserve Const).

Apologies: Leila duToit (HS2), Aidan Franks (Costain), Dawn Love (Taylor Woodrow), Faye Hodgkinson (Morgan Sindall), Graham Arden (Skanska), Scott Dutton (HOCHTIEF UK), Brain Downes (Aggregate Industries),

Meeting notes:

1. Introductions and Welcomes

Helen and Vanessa were introduced to the group as the new Sector Manager and Marketing and Events Officer for the Infrastructure school.

2. Review of the last minutes

Minutes from the last meeting were agreed and an update was provided to the group. All actions have been completed or are in progress, as below:

Actions:

- **Graham Edgell** as Chair to contact all Infrastructure partners to obtain their strategic supplier lists- to be completed

3. Operational update

An update on the Schools current performance (quality of learning, partner update, engagement rates, impact of learning, active members, registered users) was reported. Further details can be found in the slide deck of the agenda.

Actions:

- **Vanessa** to supply list of Infrastructure member status' within the school
- **Helen** to add this 'status list review' to the next agenda
- **Vanessa/Helen** To find out if partners can use the school logo on website and relevant documents (as the badges aren't recognizable or distinctive)
- **Helen** to discuss with Ian H how we can promote the Badges to gain better recognition of the levels achieved

4. Infrastructure analysis

The 20th September supplier day draft agenda and marketing comms statistics were presented to the steering group. Both items can be found in the agenda slide deck.

No actions required

5. Supplier Days

There are four supplier days scheduled in this year's budget, the first event occurred on the 23rd June in Derby. Here are the following scheduled events:

- 20th September – Birmingham
- November- Nuclear – TBC
- February 2017 Rail- TBC

Agreed priorities:

- ✓ Fewer presentations, more interactive sessions are preferred.
- ✓ Encourage more workshop/supplier day follow up sessions
- ✓ Allocate a partner to each table with a brief and subject to address
- ✓ Change 'Supplier day' title- promote new format
- ✓ Link materials covered back to resources available in the school
- ✓ Change 'innovation boot camp' title, ideas include: 'How to increase your ROI', 'How to increase your position in the marketplace'

Actions:

- **Vanessa** to send supplier day invitation to steering group
- **Vanessa** to send Modern Slavery event invitation to steering group
- **Helen** to plan and circulate proposals for the alternative events in November – along with potential lead partners

6. Workshops

There is a commitment for the School to deliver 11 Infrastructure workshops by the 1st April 2017. The steering group were presented with an analysis of the top 10 viewed resources in the Infrastructure school. Helen also presented a proposed Workshop schedule with dates and hosts to be confirmed. This information can be found in agenda slide deck

Actions:

- **Partners** to notify Helen which workshop they would be able to host from the table included in the pack – **information required by Friday 23rd August 2016** to allow us to advertise 2 events in October

7. Partner Maturity Matrix

A maturity matrix was presented to the group, with definitions and examples of engagement levels. This can be found in the agenda slide deck. The group were asked to consider how they wanted to use the matrix. Helen is able to review a self assessment completed by the partners or is happy to come and visit the partners in order to facilitate completion and planning.

Actions:

- **Partners** to come back to Helen with a proposal as to how they would like to use the matrix and what support they require.

8. School values project

The School is soon to begin undertaking a “School Values Project” which will align with the “School Vision Project” which was completed last year. It will be run in a very similar way to the Vision Project with the aim of defining the “Partners” section which reads; “*We will seek Partners who share the values of the School*”.

The target audience for this research project is yet to be confirmed, however, it is expected that all Partners and stakeholders in the School will be welcomed; alongside gold members and additional engaged companies. Questionnaires will be kept confidential to ensure an honest response from recipients and will be coded as opposed to named (*with only Mohammad knowing the recipient of each code*) to ensure as much anonymity is retained as possible.

As basic timeline of the project can be outlined thus:

- October - Stakeholder mapping workshop to understand the target audience for the survey
- November – issue survey to chosen audience for return within the month
- December – analyse survey results to produce quantitative data
- January – 3x workshops run (London, Midlands, North) to produce qualitative data
- February – present findings and suggested values to the School Board for approval
- March – present findings and suggested values to the School AGM for approval
- April – publish approved values

Agreed points:

- ✓ The end result of this project will be a shared understanding of the School values as opposed to current shared perception of these values
- ✓ By inviting all engaged Partners to take part in the survey and workshops, the project will increase collaboration between companies
- ✓ Having a set of confirmed School values will enable Partners and other engaged stakeholders to push the School forward and will make future engagement easier and uniform across the board
- ✓ Having too many values emerge as a result of the project would be demean them and the project – it was suggested that a maximum of 6 values should be produced

Action:

- **Helen and Vanessa** to review original school values that have previously been worked on to check for any crossover of work

9. School awards

Last year, Galliford Try worked with the School to reward their suppliers who were ‘most engaged’ in the School with a ‘Star Performer’ award. The School were able to look at Galliford Try’s priority suppliers who were most engaged in the School (not looking at scores or how good they were at sustainability, but instead at how often they were self-assessing, using their action plans, accessing the School’s resources etc) and recommend who should receive the award. The criteria was therefore not about how good an organisation was at sustainability as a whole, but about how committed they were to continuous improvement. This meant that SMEs had equal opportunity to receive the award as some of the bigger businesses who may be more advanced in their sustainability journey.

The award was made using Grown in Britain (GiB) timber and featured their logo on the back of the award.

The award was presented at a Galliford Try supply chain event (not a School related event)

Why reward your most engaged suppliers?

- Motivates suppliers to engage more actively in the School
- Demonstrates that School membership is a priority for your supply chain
- Opportunity to reward SMEs
- PR / case study opportunity
- Helps to raise the profile of the School

Cost

For an award with the School logo, your logo, proposed award name and the winning company, the cost is circa £75+VAT. The more awards we can commit to buying, the lower the cost. The cost would need to be covered by Partner organisations rather than by the School.

Actions:

- Group to forward all nominations to Vanessa

10. Special interest groups

BIM Special interest group update: TOR has been reviewed and agreed. There have been 2 BIM meetings to date and further meetings have been scheduled until March 2017. An agreed diagnostic that contractors can use to assess a suppliers/subcontractors competence in BIM level 2 will be completed by reviewing existing question sets and drafting a new question set.

Apprenticeship levy group update: TOR has been redrafted and presented to the group for comment. There has been 1 meeting held to date, with scheduled dates set until December 2016. The group has agreed that they'll be running a series of interactive workshops until 2016/2017 to engage with school members – in particular SME's. The objective of these workshops is to understand the perceived and actual challenges associated with complying with the apprenticeship levy requirements.

Actions:

- **Partners** to let Helen know if you wish to join the above groups

11. Toolbox talk developments

Following the success and popularity of the FIR toolbox talks, and in line with the School Vision to reach beyond developing the knowledge and competency of Managers, to all those who work in or aspire to work in the Built Environment, there is a commitment to CITB for the School to develop 4 x toolbox talks before Christmas which will work alongside the production of an e-learning module for site managers.

These will be:

- Sustainability Steps for Non-Construction Site Staff
- Waste Reduction for Site Operatives
- Energy Reduction for Site Operatives
- Can You Spot the Signs of Modern Slavery?

Actions:

- **Group** to add names if they would like to be involved with the peer review scripts
- **Helen** to provide an update at next meeting

12. E-learning module

The new e-learning module- titled: "PAS2080" focuses on Carbon Management in Infrastructure and is produced by BSI. Considerations include: Making the module SME focused, terminology used, how it would be used, ROI, and how it benefits the business.

Actions:

- **Vanessa** to check if there are any similar carbon e-learning modules/resources
- **Helen** to check these similar resources for content/gap analysis
- **Group** to share with Helen any current action plans or processes in place for PAS2080
- **Group** to share any plans around carbon management with Ian
- **Group** to let Helen know if they'd like to be involved in the peer review

13. AOB

Thoughts around the next supplier day in November to be focused on Nuclear were unclear, some members of the group thought there wasn't enough clarity within the industry to host this event.

Actions:

- **Helen** to plan and circulate proposals for the alternative events in November – along with potential lead partners
- January 2017 steering group meeting venue is unconfirmed. If any partners have any office space available please let Vanessa know
- **Helen** to add 'Developing the 2017 business plan' to next agenda
- **Helen/Vanessa** to check if attendance to steering group meetings are mandatory/mandated
- **Helen** to work on cross fertilisation from other leadership groups, an idea was to invite a representative from other school sectors to attend the next meeting, providing the group with a short update on their sectors

Next Meeting: Monday 14th November, 9.30am-12.30pm. Skanska (Wessex Capacity Alliance), Spectre House, 7 Leake Street, London, SE1 7NN