

**Date:** Monday 14<sup>th</sup> November 2016, 9:30am – 12:30pm

**Attendees:** Graham Edgell (Morgan Sindall), Alan Webb (Fusion), Scott Dutton (HOCHTIEF UK), Ian Nicholson (Responsible Solutions), Helen Carter (Supply Chain School), Vanessa Mallia (Supply Chain School), Shaun McCarthy (Supply Chain School), Paul Paddick (Carillion), Dean Chrisp (Highways England), Ian Innes (Hanson), Roger Venebles (CEEQUAL), James Lee's (BAM Nuttall), Richard Wheeler (VGC Group), Phil Wright (WP Group), Randall Ffrench (Sir Robert McAlpine), Donna Hunt (Aggregate Industries), Andy Swain (Tarmac), Dianne Armstrong (Heathrow).

**Meeting notes:**

**1. Introductions and Welcomes**

We had a number of old and new faces attend this Infrastructure meeting, so we began this session with a quick introduction of names and titles.

**2. Operational update**

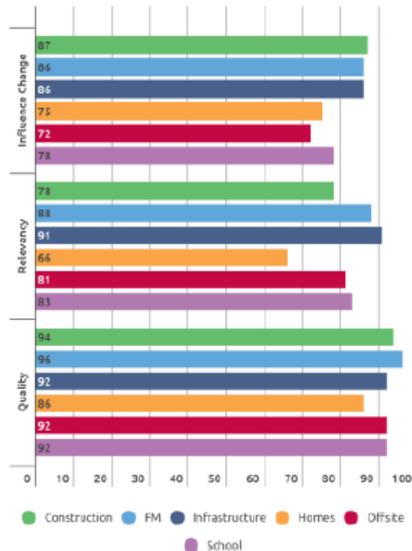
Overall the school is currently on schedule to meet its active member's target. Our Infrastructure school is slightly behind with active users, assessments and reassessments. However the school's overall targets have increased around 70% from the previous years' figures.

	Const	FM	Homes	Infra	Offsite	Entire School	Monthly movement
Active members	1,670/1,500	394/500	560/500	271/750	456/500	2,505/3,500	+313
Supplier days	2/4	3/4	3/4	2/4	3/4	13/20	+3
No. attending supplier days	242/400	291/400	294/400	172/400	302/400	1,301/2,000	+366
Workshops	14/15	7/10	10/15	9/12	8/10	48/60	+12
E-learning downloads	--	--	410/650	--	--	3,888/1,500	+462
E-learning (new)	0/1	1/2	0/2	0/1	1/1	6/10	0
Toolbox talks	0/1	0/1	0/1	0/1	n/a	0/4	0
Assessments	459/600	96/250	113/250	58/375	69/250	888/1675	+99
Re-assessments	245/200	15/100	37/100	16/100	11/100	323/600	+42

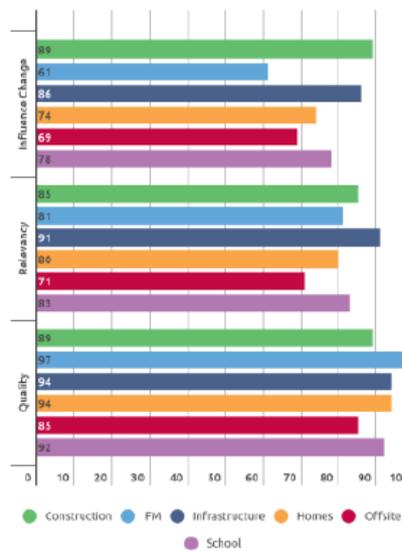
Additionally we have received exemplary feedback on our supplier days and feedback forms. Below the graph reflects that the Infrastructure group has some of the highest scores compared to other sectors and the overall school figure.

## Quality of Learning

### Supplier days



### Workshops



We have also welcomed the following new Partners to our Infrastructure school: Heathrow, Lundy Projects and Neath Port Talbot.

Helen gave a brief overview of our 'One School' project, which is due to go live at the end of Jan. Our new features will allow members to sign up to more than one 'school', offer an individual learning option, CPD Accreditation on our resources and modules, multiple self assessments in various schools, a new management school and the option to choose regional based learning. This will be particularly useful for the Wales School which is launching in March 2017. Full briefing and dashboard training will be provided in the next meeting in March (which will be extended so all agenda items can be completed).

#### Actions:

- **Vanessa** to send over screen shots of new One School webpages
- **Vanessa** to present dashboard training in our next Infrastructure meeting in March
- **Steering group** to send over any ideas or interest in Wales, particularly if you'd like to host a workshop or supplier day in Wales

### 3. Supplier days

We have 2 scheduled Infrastructure supplier days:

- 15<sup>th</sup> Feb – Measuring and Managing Rail Sustainability, London (15 Hatfields)
- 28<sup>th</sup> March- Utility Sustainability, Derby (St Helens Rugby club)

Here is the draft agenda for the 15<sup>th</sup> Feb:

We are currently still looking for our second speaker (as Kirsty from Thameslink remains unconfirmed).

## Agenda - Measuring & Evidencing Sustainability in the Rail Sector



- 09:00am **Chair Welcome** *Ian Heptonstall – Director of Supply Chain School*
- 09:30am **Evidencing success on Rail Projects** – *Mike De Silva (Crossrail) – to be confirmed*
- 10:00am **Table Exercise** – The challenge of evidencing sustainable outcomes – roundtable discussion focussing on challenges associated with measuring sustainable outcomes and sharing any table best practice
- 10:45am **Coffee break**
- 11:00am **Social Return on Investment – A Case Study** – *Kirsty Young – Thameslink – to be confirmed*
- 11:30am **Table Exercise** - What social sustainable outcomes are you capturing and what are the challenges associated with evidencing outcomes?
- 12:15pm **Addressing the skills gap** – How can the school help you measure and evidence sustainable outcomes – Ian Nicholson – Supply Chain Sustainability School
- 12:45pm **Prep for after Lunch – Questions & Answers and Exercise**
- 1.00pm **Lunch & Networking**
- 1.30pm **Questions and Answers – Panel Discussion**
- 2.00pm **Measuring & Evidencing Sustainable Outcomes - Best Practice – ISO20400** – Alex Giles – Action Sustainability
- 2.30pm **Mapping sustainability measures** – Where in your organisation does data come from? Case study to identify where data for various sustainable outcomes exists within your organisation and on the projects you work on
- 3.30pm **Coffee and Close**

### Actions:

- **Steering group**- Please let Vanessa know if you can suggest anyone for our second speaker slot (15<sup>th</sup> Feb). This speaker will need to be able to discuss social value/issues relating to evidencing
- **Paul Paddick** to let Vanessa know if Carillion are able to speak at event on 15<sup>th</sup> Feb (as Carillion were a contractor of Thameslink)
- **Vanessa**- to send Partners event text to send out to their supply chains
- **Steering group**- to send event text to supply chains and to internal rail divisions as a matter of importance
- **Shaun** - Get TFL involved
- **Steering group**- A Partner is required to speak at the Utility Sector supplier day on 28<sup>th</sup> March, if you would like to volunteer or nominate someone, please contact Vanessa

## 4. Toolbox Talks

### Toolbox Talks



Sustainability for the office



Energy reduction for Site Operatives



Can you spot the signs of slavery?



Waste reduction for Site Operatives

We have created and uploaded 4 new toolbox talks to the School site:

- [Sustainability at work](#)
- [Can you spot the signs of modern slavery?](#)
- Energy reduction for site operatives
- Waste reduction for site operatives

**Actions:**

- **Vanessa** to put together an integrated marketing plan to promote the toolbox talks

## 5. Business Planning for 2017

Our November meeting saw us discuss and confirm our new 2017 business objectives:

- Build on good foundations
- Expand the supply chain
- Engage the design community
- Develop Sectors
- Continue working closely with the materials group
- Create a support network amongst the partners

**Actions:**

- **Vanessa** to complete analysis of strategic suppliers for Partners
- **Helen** to split agenda into Operational and think tank items on agenda
- **Steering group** to review objectives, please send any comments over to Vanessa
- **Steering group/Vanessa** to create an awareness campaign to raise the profile of the steering group
- **Steering group**- to review current dashboards, please contact Vanessa if you have any questions or if set up is required

## 6. AOB

- **Steering group** to contact Shaun McCarthy if you wish to participate in a free ISO 2400 briefing session. This session will review the gap analysis tool and will generate your own bespoke report
- **Graham/Helen** to split steering group into: Supplier/Clients/Contractors- discuss objectives and KPI's offline
- Supply chain mapping session has now been rescheduled to the 3<sup>rd</sup> Feb due to train strikes for more info, please contact Vanessa