

**Date:** Wednesday 11<sup>th</sup> April 2018

**Where:** Morgan Sindall's Overbury offices - 77 Newman Street, London W1T 3EW

**Attendees:** Graham Edgell – Morgan Sindall (Chair), James Cadman – Action Sustainability, Arjun Thirunavukarasu – BAM Nuttall, Marine Allaire – Bouygues Construction, Penelope Ware – Carmicheal UK, Eibhlin Flynn- Danny Sullivan, Alan Webb – Fusion, Jeremy Sparkes – Galliford Try, Fiona Mcgrogan- Hercules, Marie Rayner- Morson Group, Gary Smithson – Morson Group, Nathalie Ritchie - National Grid, John Robeson- Osborne, Susan Schnadhorst – Osborne, Dale Hartley - Sapphire Utility Solutions, Randal Ffrench- Sir Robert McAlpine, Shaun McCarthy- Supply Chain School, Helen Carter- Supply Chain School, Rosie Watts – Supply Chain School, Manish Tailor- Vinci, James Callaghan – VGC Group, Phil Wright – WP Group

### [Meeting Notes](#)

#### Welcome and Introductions:

- ✓ Gary Smithson and Marie Rayner from Morson were introduced to the group as a new Partner of the School
- ✓ Penelope Ware from Carmicheal was introduced to the group as a new Partner of the School

#### Outstanding Actions:

- Rosie to Combine all partner lists into one spreadsheet to see where there is cross over on Partner lists

The group discussed the lists that have been received from Partner organisations and how these lists would be used for a collaborative approach to market the School and its features to the Supply chain. This process will involve one email containing all of the Partners logos, being sent to different areas of the supply chain. These areas will be determined by an organisations status within the School.

For example, one email to organisations that have not registered with the school, one email to organisations that are registered but have not been active to be classed as a member to the school and email to organisations that have achieved a level of member e.g. you have achieved Bronze, why not achieve Silver membership. These emails have been written by Shaun McCarthy, Director of the Supply Chain School.

#### Actions:

- Graham Edgell (Morgan Sindall) to circulate the emails for the supply chain to the rest of the group. Once the emails have been received the group is to respond to Graham with any suggestions or comments.
- Rosie to speak to Emily McBride (Marketing Manager of the School) to discuss showcasing Bronze, Silver and Gold membership
- Partner organisations who have not sent a priority supplier list through to send a list to Helen or Rosie
- Rosie to send a list of the Partner organisations who have not sent a priority supplier list to the rest of the group
- Session to be held within the leadership group on the definition of priority suppliers in order to identify a common/suggested approach for how this identified and reported.
- Rosie to add Bouygues, Galliford Try and Taylor Woodrow to the table which contains Partner priority supplier list figures.

## Operational Group update

The group was updated on the current activities and highlights within the School:

- ✓ Significant increase in active members across sectors:
- ✓ FM (63%); Infrastructure (118%); Homes (33%)
- ✓ More assessments are being taken: 7% increase to date (significant across sectors)
- ✓ Over 14,000 hours of face to face training has been delivered this year through our supplier training days and training courses
- ✓ 44% increase in Bronze, Silver & Gold members
- ✓ New Partners are Speedy Hire and O’Neill and Brennan

	Const	FM	Homes	Infra ( & Materials)	Offsite	Wales	Mgt.	Entire School
Active companies	1,847/(2,000)	330/(500)	620/(750)	419/(750)	422/(350)	335/(500)	625	2,148/3,500
Supplier days	4/4	4/4	n/a	4/4	4/4	4/4	--	17/17
Sub-contractor events	n/a	n/a	8/8	n/a	n/a	n/a	--	8/8
No. attending supplier/sub-con days	476/400	262/400	561/400	467/400	263/400	312/(400)	--	2,041/2,000
Workshops	12/10	11/10	10/10	12/10	13/10	(9/8)	--	59/57
E-learning downloads	--	--	--	--	--	3,432/300	--	3,831/1,500
E-learning (new)	n/a	1/1	n/a	1/1	1/1	1/1	--	5/5
Assessments	880/(600)	231/(250)	480/(250)	298/(375)	52/(250)	514/(200)	455	1,246/1,500
Re-assessments	418/(300)	87/(100)	242/(100)	137/(100)	4(125)	208/(100)	129	457/500
Bronze/Silver/Gold	295/(100)	52/(40)	155/(100)	91/(60)	n/a	n/a	n/a	393/300

## Impact:

In December and January, the School sent out an Impact survey to all School members to get an understanding of what areas the School is currently helping members in and the areas that are needed for improvement. One of the findings of the survey found that there was a 41% increase in knowledge from the average first assessment score and the most recent reassessment score since 2012.

## Action:

- Rosie to send the link for the Impact survey to the group
- Rosie to inform the group when infographic and press release for the impact survey has been created.

## Business Plan Focus – maximising Partner value:

The Infrastructure sector currently has four main objectives to fulfil:

- ✓ All active Partners to have action plans in relation to the Maturity Matrix
- ✓ At least 3 Partners to present case studies at Leadership group meetings on supply chain engagement and / or internal knowledge management
- ✓ Attract 3 new Infrastructure partners
- ✓ 98% of partners to repeat

**Actions for Partners:**

- ✓ Partners to contact Rosie to set up a Maturity Matrix meeting with Helen
- ✓ Partners to contact Helen/Rosie if they would like to join the Welsh, Scottish and Operations leadership group
- ✓ Partners to provide organisations to Helen/Rosie which they think would be interested in becoming potential Partners
- ✓ Group to decide the future topics that they would like the leadership group to focus on

**Actions for the School team:**

- ✓ Helen to circulate the FSB task force report to the group
- ✓ Rosie to send Nathalie from National Grid dates for Birmingham Maturity Matrix meetings, once they have been confirmed
- ✓ Rosie to speak to Cathy Berry for the contact details of Tony Parry from Nottingham University, to present on Waste for the next leadership group, suggested by Shaun McCarthy
- ✓ Rosie to investigate how Partner dashboards can become trade specific
- ✓ Helen to contact Alex Giles for information on the waste performance special interest group for the next meeting
- ✓ Nathalie Ritchie to be invited to the next materials leadership group meeting
- ✓ Updated presentations slides to be sent round to the group

**Supplier days and workshops:**

**Workshops:**

Infrastructure has 10 workshops to deliver over the year. There is currently **x1 workshop available**.

Workshops that have been confirmed are:

Partner	Topic
Network Rail	Sustainable Procurement
Osborne	TBC
A14	TBC
Aggregate Industries	Modern Slavery and Ethical Labour
Heathrow	Circular Economy
HS2/Heathrow	Recycled Materials
National Grid	Modern Slavery
Skanska	TBC
Bam Nuttall	Heatmapping

**Action:** Group to contact Rosie if they would like to run a workshop.

- ✓ Helen/Rosie can see if there is budget in another sector for the workshop run and can also provide costs for a trainer from Action Sustainability to deliver a workshop if there is no budget in other sectors
- ✓ Additional workshops are available at cost – Leadership group to consider if there is an opportunity to club together to run additional common workshops

### Supplier days:

Within the Infrastructure sector there is only one supplier day taking place this year. The day is taking place in October in the Midlands, the aim is to get around 800+ people attending.

A working group has been set up to help with format and the logistics of the day.

The working group consists of the following individuals:

- Brian Downes- Aggregate Industries (Chair of the working group)
- Graham Edgell – Morgan Sindall
- Tracey Fogg- Murphy Group
- Tim Hall – Total Flow
- Costain

The current thoughts around the supplier day area:

- The Ricoh arena as a potential venue
- The event is to be invitation only
- Other parts of the School to be represented and incorporated into the event
- Breakout areas to be available for workshops to take place

### Actions:

- The next working group is imminent – Rosie to speak to Graham with regards to an invite for the working group session

### Plant and Labour Category meeting update:

The group was update on the current progress on the Plant and Labour category groups.

The next Labour category meeting is taking place on the 3<sup>rd</sup> May at Action Sustainability's offices.

Website and LinkedIn pages will be created both Plant and Labour category groups.

### Actions:

- Helen to send 'Launch' email the website and LinkedIn pages have been created
- Graham to speak to Tier 1 contractors who sit on the Plant and Labour groups in order to encourage them to attend meetings

### Pas2080- Best Practice and Supply Chain Engagement

James Cadman from Action Sustainability attended the meeting to discuss a common and consistent approach to carbon with the supply chain. During the discussion the Partners was split into 3 groups to discuss best practices within Carbon and the Supply Chain.

These discussions included:

### Leadership and Governance – who drives the carbon agenda and how?

- ✓ Client lead – does not matter at what tier you are at – strong environmental commitment, based on client requirements
- ✓ Driven by carbon management and carbon reporting based on requirements
- ✓ Cost/resource is still dominant

### Responsibilities across the value chain – is there a clear line of site responsibilities?

- ✓ Good at design/implementing but not good at following it through
- ✓ There are dedicated teams within the business look

### Quantification of greenhouse gas emissions- to what extent is this done with the Supply Chain?

- ✓ Carbon is measured using scope 1 and scope 2
- ✓ Some organisations do not receive statistics on this information
- ✓ CDP is used for National Grids top 50 suppliers, Scope 3 is used dependent on category

### Target Setting- how is this done?

- ✓ For Bouygues E&S this is just an internal exercise
- ✓ Morgan Sindall is focusing on science-based targets

### Reporting and information management:

- ✓ Is there an element of commonality in the tools that are currently used?

### Actions for Partners :

- Susan Schnadorst (Osborne) to send Helen the report that Osborne contributed to that was completed by the UK Green Building Council
- Group to look at the commonality in tools that are currently being used for carbon
- Partners to bring colleagues that are specialists on topics that the leadership group will be focusing on.
- Morson Group to send their carbon report to Helen, who will then distribute to the rest of the group

The group agreed that they were comfortable with format of the meeting – discussions then breaking out into smaller groups and agreed that waste is the topic for the next leadership group.

### Actions for the School team:

- Helen/Shawn to circulate the RSSB report that was previously completed, for the Partners to look at the methodology of the report to see if it is something they would like to do as a scoping exercise for next leadership group
- School to circulate the standard heatmap that the School has
- The School to run a carbon workshop which will be supply chain focused and that contains action planning
- The School to provide new Partners with Toolbox Talks – the Partners can then mandate which toolbox talks they would like their colleagues and supply chain to view
- 20 minutes to be added to the leadership group meetings in order to discuss the feedback from activities taking place in the leadership group.

### Agreed points:

- ✓ The group agreed that they were happy for the format of the leadership group meetings to contain breakout sessions and areas
- ✓ Waste was agreed as the topic for the next leadership group

Infrastructure Leadership Group Meeting  
Date: Wednesday 11<sup>th</sup> April 2018 – 09:30am – 12:30pm



**AOB:** The next leadership group meeting is taking place on the 7<sup>th</sup> June between 9:30am – 12:30pm,  
Location TBC.