

Date: Wednesday 4th May 2016, 9:30am – 12:30pm

Attendees: Graham Edgell (Morgan Sindall), Andrea Charlson (HS2), Phil Wright (WP Group), Ian Nicholson (Responsible Solutions), Geraint Rowland (Costain), Andy Swain (Tarmac), Richard Baker (Interserve), James Lees (BAM Nuttall), David Morrell (Marshalls), Paul Thomas (Galliford Try), Evelina Maier (HOCHTIEF UK),

Apologies: Simon Cook (Skanska), Steve Handscomb (Francis Flower), Helen Bloxham (Kier), John Hannan (VGC), John Hutton (BAM Nuttall), Lorna Flewelling (Balfour Beatty), Shamir Ghumra (BRE),

Meeting notes:

1. Introductions and Welcomes

This was the first meeting of the Materials Group as a formal leadership group. As this was the first meeting for a number of members, roundtable introductions were conducted. Graham Edgell also gave a short introduction to materials group and stressing in particular that we have the opportunity to really make a difference to the sustainability of what we build through more sustainable material use.

2. Recap on Terms of Reference

Ian Nicholson briefly outlined the Terms of Reference that were approved by the board, no specific questions were raised on it.

3. Priorities for the Materials Group in 2016/7

Ian Nicholson introduced the overall priorities for the school and outlined of what he thought the priorities ought to be for the Materials Group.

A wide ranging discussion followed some of the key points of which were:

- We should help our own organisations improve first before moving to helping the supply chain improve. This could include the sharing of best practice on materials and waste and sharing surplus materials.
- Sharing good practice and standardising approaches to loading/unloading and haulage of materials. (One partner stated that this was where they had the most injuries). We could create some standard guidance on material handling.
- As a group we must focus on improving practice within the industry and stay away from commercial issues.
- Materials in construction is such a wide remit that we should focus initially on one sector to create some success and showcase improvements. From a circular economy perspective we could possibly focus on improvements in one geographic area.
- Working with designers and overcoming specification barriers is a key area for us to achieve success. In addition, regulations and standards, for instance the Construction Product Regulations and British Standards, can often stifle the use of innovative new products. We could develop some guidance to help overcome.

- Although the industry has been focussed on waste for many years there was a widely held view that the industry overall had still not sorted the basics out! There was also a view that one of the biggest barriers to getting circular thinking off the ground was the Environment Agency's approach to defining what is and isn't waste. In addition, over the years, much guidance has been issued on resource efficiency from organisations such as Envirowise, WRAP and NISP, there would be value in consolidating this into a core set of best practice guidance that we could promote in the school.
- We could look to create a checklist of things to consider to ensure materials are disposed of in the most responsible way.
- Whilst circular economy is a very important objective there was virtually unanimous agreement that we needed to spend some time making sure that the basics of waste management were really well understood and embedded. This would then form the firm foundation from which to build new practices that lead to a circular economy.
- It was suggested that an eLearning module to explain what Environmental Product Declarations (EPD) are, their purpose, what they can do and what they can't do.

Agreed:

- ✓ We should endeavour to engage with the Environment Agency to try and get a common set of guidance on the interpretation of what is and isn't waste.
- ✓ We should look to create product specific guidance on how to improve performance focussing on:
 - How to specify/select materials
 - How to reuse materials
 - How to dispose.
- ✓ To look at the outputs from the Performance Management Special Interest Group and make it materials specific.

Actions:

- Ian Nicholson to consider how best to engage with the Environment Agency around the creation of standard guidance what is/isn't waste.
- Ian Nicholson to review resource efficiency guidance from WRAP, Envirowise and NISP and make suggestions on how to collate/disseminate best practice across the School
- Ian Nicholson to liaise with the Performance Management SIG and report back on proposals.
- Ian Nicholson to create some ideas on templates for communicating product specific guidance on specifying/using/disposing and materials handling.
- Ian Nicholson to investigate budget for a new eLearning module on EPD.

4. Supplier Day Agenda

Ian Nicholson outlined the agenda for the Supplied Day on 23 June. This was primarily an Infrastructure focussed supplier day but it had been agreed by the Infrastructure Group that it provided an ideal opportunity for us to launch the Materials Group.

Agreed:

- ✓ It was agreed that the Innovation Boot Camp session in the afternoon session should be used to test the ideas discussed earlier in the meeting and confirm what our priorities should be.
- ✓ It would be beneficial if partners could be represented at the supplier day.

Actions:

- Ian to design the Innovation Boot Camp session and collate feedback from it.
- Partners to nominate people to attend the supplier day.

5. Special Interest Groups

Ian Nicholson gave an overview of the process for deciding the new SIG's for the new financial year. The purpose of these groups is to work on cross cutting issues that do not fit logically into a sector group. Unlike sector groups, these groups are not permanent and will focus on a single issue.

There have been five SIG's proposed so far by other groups:

1. BIM L2
2. Offsite overlay to RIBA plan of works
3. Social Value through design
4. Carbon Management
5. Apprentice Levy

Discussion took place on possible other topics these were:

- Carbon Management for SMEs – focussed on making the new PAS 2080 standard for Carbon Management in Infrastructure relevant to SME's.
- Bribery & Corruption – creating a simple package to help the supply chain keep up to date.
- Circular Economy – creating resources to help supply chains understand this topic.

The group voted on these 8 suggestions, the top 3 votes were for:

1. BIM L2
2. Apprentice Levy
3. Carbon Management in SMEs

Action:

- Ian Nicholson to create a SIG template for Carbon Management in SMEs and submit it for consideration. (copy attached to these minutes.)

6. Closing comments from Chair

Graham thanked everyone for their participation and contribution and reiterated the strategic importance of what this group can achieve.

He also asked for the Terms of Reference to be circulated again so that everyone was clear on the remit for the group. (copy attached to these minutes)

Next meeting: Ian Nicholson to liaise with Graham Edgell to find suitable dates for meetings and circulate these to the group. It was agreed that the meeting will be bi – monthly and scheduled for the rest of the year.