

Date: Wednesday 6th May 2015, 1 – 3pm

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Emma-Jane Allen (Action Sustainability), Danielle Bistacchi (Action Sustainability), Shamir Ghumra (Responsible Solutions), Ian Nicholson (Responsible Solutions), Kevin Moran (Galliford Try), Alice Hands (Sir Robert McAlpine), Dan Firth (Interserve), Steve Cook (Willmott Dixon), Peter Johnson (Kier)

Apologies: Mark Turner (Action Sustainability), Lucy Hind (Covance), Aaron Reid (Balfour Beatty)

Summary of key recommendations to the School Board:

1. A construction group should be formed ASAP
2. The Board should agree the revised Terms of Reference for the Operations Group
3. The definition of Members needs to be changed to evidence current activity in the School
4. The structure of the Sustainability, Offsite and Management learning needs to be re-considered
5. The Board needs to consider and agree the method of allocating funding to the special interest groups
6. The Board needs to consider if the School should be promoting an accredited Sustainable Construction professional qualification

Meeting notes:

1. Define Terms of Reference

This was the first Operations Group meeting under the new School Board structure which was formed on 1st April 2015. The Terms of Reference will define the structure of this newly formed group.

Agreed points:

- All partners were invited to participate in the group and will continue to be invited to ensure all partners who operate across the various sectors are represented.
- Only 1 representative per partner allowed to attend the meeting, as numbers need to be kept down, however, a replacement representative can attend
- Minimum of 5 organisations at each meeting
- At least 1 “supply-chain specialist” to represent at each meeting
- Knowledge partners are invited to the group, but are not needed to attend
- Objectives need to specify what the group needs to push engagement (use, impact, uptake) within the School

Actions:

- Ian H:* To agree and review a set of KPI's before the next meeting and allow time for review and feedback to be discussed in the meeting
- To review and amend the Terms of Reference and circulate to the group

2. Should we have a Construction group?

It was agreed that a separate Construction group was needed and was to remain named as ‘Construction’ – funding of this group has already been built into the business plan

Agreed points:

- This group is responsible for the program of work to develop the Construction School, and will need to review the trade categories, diagnostic and resource library
- Ops meeting and Construction group meeting should be on same day for convenience for the group

Actions:

- Ian H:* To circulate details of the newly formed ‘Construction Group’ to all partners

3. Unique company identification

The 'Unique company identification' refers to how a company should be classified in the School

Agreed points:

- Only 1 corporate account on the School, but different business units can be created
- To add in a function on the company account, so the account administrator can see 'whose done what'
- Members should drop off if they haven't logged in for a while/or not doing anything
- A timeline for achieving this transition will be presented at the next board meeting
- We still keep registered numbers - but we re-classify "members" down if they haven't done a re-assessment every 12 months
- Member numbers will fall, but agreed that this shows the 'reality' of suppliers engagement levels
- "Active Member" only refers to the company users - not everyone attached to that account, because naturally not all users in the company account will be as active as others

Questions:

- Is re-doing a self-assessment every 12 months beneficial to the company if they're accessing multiple resources? It could be either a self-assessment or accessing 10 resources annually?
- How does the school offer vary between product suppliers and sub contractors??

Actions:

Ian H: To circulate a proposal of 'What is a member' – how classified, etc....

Action Sustainability:

- To look into when someone registers, can it predictive text some details in the form?
- Undertake market testing to understand why companies are active (or not)

4. Review School sector approach

Each School sub-sector is responsible for the review of trade categories and diagnostic questions and how resources should be categorised. It is the role of the sub-sector secretariat to report back to the Ops group with information and feedback.

Agreed points:

- All modules should be available across all sectors
- Up to separate groups to decide which e-learning modules are relevant for which School
- Other sub-sector modules should be listed underneath the specific ones
- As long as a company has done 1 of the schools self-assessment then that's all that matters, does not need to be School specific

Actions:

Action Sustainability:

- To liaise with sub-groups to understand which e-learning modules are required in their school
- Create an e-learning "widget" which will allow anyone to view ALL modules across all Schools by clicking a button
- To understand if 1 company can do multiple assessments - liaise with IT

- Look into creating 3-minute "mini-modules" / "learning in a nutshell" – looking more at the terminology behind some of the current modules e.g. "what is LCA?"
- Look into feasibility of merging the Offsite School and the Sustainability School - should there be a link merging the 2?
- To think about the Re-design of the sustainability diagnostics to ask questions on management competencies

5. Partner dashboards

EJ has been working on the re-development of the partner dashboards- this allows our partners to send us a list of their strategic supplier, which can then be split into sub-sector (FM, Infrastructure, etc...), and then also into regional business units. This allows partners to review their supplier's engagement levels in the School.

Questions:

- What if they want business unit data that isn't necessarily in their strategic supplier list? Most regional suppliers (so business units) are not strategic suppliers

Actions:

EJ:

- To discuss with each individual partner what they need to provide us to get them set up on the new partner dashboards
- To look into Administrator access for dashboards- which users for each log-in?

Kevin Moran: To send EJ a review about what he would like to see from the business unit data

6. AOB

Welsh/ Scottish School:

- Willmott Dixon / Kier- to contact Action Sustainability if they have Welsh speakers available for filming
- Robert McAlpine - to contact Action Sustainability if they have Scottish representatives available for filming

Certificates:

- Danielle to add in code of ethics, and then circulate around to the group for approval

Awards & plaques:

- Galliford Try will be presenting them at their Supplier Directive Day, this is a great way to show supply chains that the partners are serious about their level of engagement in the School
- EJ to discuss this idea with other partners too

Sustainable construction professional qualification:

- IEMA have been presenting at the sub-group meetings
- IEMA paper to go to the Ops group before being sent to the Board meeting on 12th June

Next meeting:

Agreed to meet again in 6 - 8 weeks, before the summer holidays. Ian H to circulate details.