

Date: Monday 14th December 2015, 2 – 4pm

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Mark Turner (Action Sustainability), Ursula Cooper (Action Sustainability), Danielle Bistacchi (Action Sustainability), Shamir Ghumra (Responsible Solutions), Ian Nicholson (Responsible Solutions), Peter Johnson (Kier), Aaron Reid (Balfour Beatty), Alice Hands (Sir Robert McAlpine), Steve Cook (Willmott Dixon), Julian Crawford (EY)

Apologies: Emma-Jane Allen (Action Sustainability), Lucy Hind (Covance), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Steve Enright (Abellio), Mohammad Rickaby (Action Sustainability), Shaun McCarthy (Action Sustainability), Kevin Moran (Galliford Try), Dan Firth (Interserve), Eddy Taylor (Laing O'Rourke)

Meeting notes:

1. Introductions

Julian Crawford, at EY who license the School in Australia introduces himself and briefs the group about the Australian School.

2. Update from previous actions

Minutes from the last meeting were agreed and an update was provided to the group. Update on outstanding actions from the last meeting as below:

- ✓ Partner dashboard info-graphic is still in development, this is now part of a larger piece of work with the merging of accounts and how it affects the data. This will be happening in the next financial year.
- ✓ All e – learning modules need to be available across the whole School, including Offsite modules. It is difficult to “pigeon - hole” trade categories within just one sector.

Actions:

- AS to report back to the group at the next meeting on how the e – learning modules will be available to all sectors.

3. Feedback from the Ops Report

An update on the Schools performance was reported against the KPI's set in the business plan. Further details can be found in the Operations Report.

Agreed points:

- ✓ There has been a lot of activity in the School between September 2015 – December 2015 since the FIR Toolbox Talk and the Homes School launched. There have been 45 workshops in this time period.
- ✓ The Offsite BIMAbility workshop was a huge success, with 72 attendees – it works well for workshops to focus on a particular project. This helps to really engage/ relate to the supply chain.

4. Visioning – initial results

The initial results of the visioning workshops were discussed – this did not include the results of the Members survey, which closes on the 24th December. The questions and results graphs can be found in the slide deck circulated prior to the meeting. Below is a summary of results and agreed points:

1. Subject Matter

It was agreed that:

- ✓ The School should be all about enabling sustainability and not a School for everything.

2. Geographic reach

It was agreed that:

- ✓ The School should be opportunistic in approach to overseas opportunities, but should not reach world domination. The group discussed how the School could develop its resources to help the overseas suppliers if they are supplying to a UK buyer.
- ✓ The School is always about going beyond legal compliance with sustainability, there could be an opportunity to work closer with procurement teams to get them to promote the School to any international suppliers to demonstrate best practice within the UK

Actions:

- AS to review every 12 months with the Ops group and review the demand for developing the School's resources overseas.
- AS to look into how the School is searchable on the internet, so overseas suppliers can access the resources.

3. Audience

It was agreed that:

- ✓ The School should be for everybody, wherever you are in the supply chain, from designers to site managers.
- ✓ The group discussed the recent Toolbox Talks and how they have proven to be very successful; the short videos have been more efficient and useful. There is an opportunity for the School to develop Toolbox talks further. Producing more Toolbox talks through the School also provides consistency, and similar content/ style.

Actions:

- Partners to report back to the group with what current Toolbox talks they current do and want to develop.

4. Partners

It was agreed that:

- ✓ New partners should apply formally and articulate why they want to join the School as partners, this should be a value piece and not a sales piece.

Actions:

- AS to create a document about what the School expects from partners including behaviours and outreach.
- AS to contact all partners to refresh their partner pages on the website. This should include why they have joined the School” and not just why they are so good at sustainability.

5. Leadership

It was agreed that:

- ✓ The School should be an influencer within the market, but should not be a lobbyist. The Trade Federations already do this, but the School should have strong working relationships with the Federations.
- ✓ The School should be used more as a PR opportunity – “The XXX partners of the School all agree XYZ”
- ✓ The School has appeared in the news numerous times in 2015, and this momentum needs to be kept up: <http://www.supplychainschool.co.uk/about/the-school-in-the-media.aspx>

Actions:

- AS to speak to Jim McClelland about what subjects chooses to write about and report back to group.

6. Accredited Qualifications

It was agreed that:

- ✓ There is a demand for CPD accreditations, but not for official professional qualifications.
- ✓ The School should be able to link into suppliers CPD learning.

Actions:

- AS to investigate how the School can link into CPD accreditations, the School would need to be able to track an individual’s “number of hours of learning”

7. Supplier Accreditations

It was agreed that:

- ✓ The School should not provide accreditations.
- ✓ The Gold member badge is a demonstration of how active a supplier is within the School and does not mean how well they are achieving and embedding sustainability within their business.

Actions:

- The School needs to communicate clearer with members that the Gold badge does not indicate that someone is good at sustainability, but that they are dedicated to learning.
- AS to report back to the group how the difference between education and performance will be reflected in the five year vision.
- AS to look into increasing the standard and criteria for Bronze, Silver and Gold members.

8. Knowledge

It was agreed that:

- ✓ The School needs to move from being research aware to being a research influencer and instigate research moving forward – this focuses on the development of the Horizon Group and how there needs to be a closer link between universities and industry.

9. Size

It was agreed that:

- ✓ The School needs to move beyond delivery of the business plan, and to improve impact across the industry.

10. Payment

It was agreed that:

- ✓ The partners should pay more so the School remains free for users.

There could be an opportunity for venues to sponsor the School, so the School could get continuous free venues across the country e.g. Holiday Inn? **The visioning results will collated along with the members survey results and circulated to the group for approval after the Board meeting on the 21st January 2015.**

5. Update on Materials Group

The Materials Group met in November at BRE in Garston. There was a consensus forming that the group should focus on product 'availability and the capacity in the market'. Linked to this area was the trade/skills shortage the industry is facing (it is acknowledged that this is well documented).

In order to understand the priority areas the secretariat circulated a heat mapping template for partners to complete. This will allow the group to focus on high priority areas with a view to develop category management plans in the shorter term. There is still some debate relating to the nature (i.e. Special Interest or a full sub group) of the activity. A follow up meeting is scheduled for mid-January. Any Partners who wish to get involved should contact Ian Nicholson at Responsible Solutions (ian@responsible-solutions.co.uk)

Actions:

- The School to pick up with BRE to make sure there is no overlap between the Materials Group and work already been done at BRE.

6. Awards

Sector groups have been putting forward their recommendations – It was agreed that all 5 shortlisted awards should be applied for, these are:

- ✓ **BIFM** (Submission date January 2016); *Impact on Sustainability*
- ✓ **Business Green Leaders Award** (tbc); *Employee Engagement Campaign of the Year*
- ✓ **CITB's Pride of Construction Award** (tbc); *Outstanding sustainability skills/ Outstanding Training Provider*
- ✓ **Construction News (Winter 2016)**; *Sustainable Project of the Year/Training Initiative of the Year*
- ✓ **World Procurement Awards** (5th February 2016) *Supply Chain Initiative Award*

The group also suggested the BCIA awards and edie.net awards should also be considered – AS to research these awards and add to the shortlist.

7. Special Interest Groups (SIGs)

Brief feedback from the recent SIG meetings was provided to the group. Further details can be found in the Operations Report.

Modern Slavery

There are only a small number of partners representing on the group, and more partners should be encouraged to attend. The group is making great progress with a number of guidance documents being produced.

Actions:

- AS to report back to the group on how the Modern Slavery documents will be displayed on the School site.

Social Value

This group is a lot slower to build a consensus on what is happening within the group. There is currently nothing to report on. There are a number of new representatives from the partners attending the group and are unaware of the School.

Actions:

- AS to understand what they can do to ensure that groups work together for a consensus and working collaboratively.

- Partners who send new representatives to groups are responsible for ensuring they are 'up – to – speed' on the School and what the School is all about.

Performance Measurement

The group is making progress with representation from 10 partners and 1 knowledge partner. The Terms of Reference has been agreed.

Actions:

- AS to report back to the group on how the Performance Management documents will be displayed on the School site.

8. Branding Guidelines

There was a debate in the group around who should be authorised to use the School's logo. It was agreed that the School's logo and integrity are important and need to be seriously considered.

Actions:

- AS to circulate recommendations to the group, who can then provide their thoughts and feedback.

9. Communications

An update on the communications plan was presented to the group. Further details can be found in the Operations Report.

Agreed points:

- ✓ There has been a lot of activity in the last few months as a result of more AS employing new marketing staff – this has had a significant impact on the number of new and active members in the School.
- ✓ In the New Year there will be more of a focus on segmented learning journeys for members.
- ✓ The School is working with the software developers to make changes to the system which will stop the duplication of accounts and clean up the data.

10. Impact

AS have recently de-duped the master strategic suppliers list (a list of all contacts provided by School partners) – this data was reported to the group.

Agreed points:

- ✓ There are more unique companies than originally expected; this could be due to the number of small local suppliers the major contractors use.

- ✓ AS need to do more analysis on the list and understand who the suppliers are and what % of these the School can realistically reach out to.

Actions:

- AS to come up with a set of KPI's which will seek to improve impact and increase penetration of the market.

11. AOB

Shamir reminded the group about the key ethos of the School – collaboration. It was agreed that the beginning of meeting slides, or on the top of meeting sign – in sheets there should be a statement about anti – competitive behaviour, as a reminder.

Actions:

- AS to create correct wording for approval at next meeting. Carol Hill (Lawyer) to review the wording to ensure meets any legal requirements.

Next meeting:

Tuesday 23rd February, 11am – 1pm at Action Sustainability offices, 377 Camden Rd, N7 0SH

It was agreed that future meetings should be on the 3rd Tuesday, bi – monthly.