

Date: Tuesday 21st June 2016, 11:00 – 13:00

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Ursula Cooper (Action Sustainability), Dan Firth (Interserve), Alice Hands (Sir Robert McAlpine), Ian Nicholson (Action Sustainability), Ross Primmer (Action Sustainability), Emma-Jane Allen (Action Sustainability), Aaron Reid (Balfour Beatty), Julia Barrett (Willmott Dixon), Aidan Franks (Costain), Cara Palmer (Wates), Mark Turner (Action Sustainability)

Apologies: Lucy Hind (Covance), Kevin Moran (Galliford Try), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Mohammad Rickaby (Action Sustainability), Peter Johnson (Kier), Eddy Taylor (Laing O'Rourke)

1. Update on previous actions:

The actions from the last meeting were reviewed by Hilary Hurrey. Ian Nicholson updated the group on the CIPD accreditation.

The approaches presented were:

1. CPD UK have a payment scale based on number of resources. For example, to accredit 50 elearning modules and workshops would be in the region of £3,500. If there were no changes to the resources then the fee would reduce each year after.
2. The CPD Standards Office have proposed a fee of £4,000 to accredit more than twenty resources. The School would become a Centre of Excellence and would be required to provide a random sample after year one. This would be a one off fee.
3. IEMA needs to be progressed further.
4. RIBA accreditation would cost in the region of £5,000 over two years. This would relate only to elearning that can be related to the design community in some way.

Ian Heptonstall presented the confirmed Special Interest Groups which are the Apprentice Levy, BIM Level 2, Social Value through Design. Aaron Reid put forward 'Construction Supply Chain payment charter' as an option for a SIG group.

Agreed:

- The business plan states for resources within the school to be accredited by the end of the year so a decision on how to progress was to be made at the meeting.
- It was agreed that IEMA would not be pursued.
- The RIBA accreditation would bring credibility for the School amongst the design community and should be obtained.
- The School should pursue the accreditation through the CPD Standards Office and become a Centre of Excellence.
- Once accreditation is in place the School will monitor and review what the potential value it has brought.
- It was agreed that the Social Value through Design SIG should be considered by the Social Value Group as to what this group is to focus on and whether it is viable.
- The SIG put forward by Aaron Reid will potentially be used as a SIG group should the above alternatives not progress with a meaningful body of work.

- Helen Cater has been appointed as the Secretariat for the Apprentice Lecy SIG and Alex Giles for the BIM SIG. The third SIG will have an appointed secretariat following the outcome on recommendation from the group.

Actions:

- ✓ Aaron Reid to send an outline of the Construction Supply Chain Payment Charter proposal to Ian Heptonstall.
- ✓ Ian Heptonstall will take the option of Construction Supply Chain Payment Charter as a proposal for a SIG group to the Board.
- ✓ Action Sustainability (EJ Allen) to circulate the brief which contains feedback on running a SIG to all Partners.
- ✓ Action Sustainability (Hilary Hurrey) to liaise with the Social Value group to make recommendations on how to proceed with the Social Value by Design SIG.
- ✓ All Partners to put forward names of colleagues who could be interested in being part of the SIG's.

2. Performance Dashboard

Hilary Hurrey gives an overview of the Performance Dashboard to the group.

Agreed:

- The quality of learning section of the infographic requires more analysis as to why the figures are as they are.
- The tool box talks and suggested would be included on the agenda for the next meeting.

Actions:

- ✓ Hilary Hurrey will make changes to the slide so that it is visually more clear and readable.
- ✓ Ross Primmer (for the Homes sector) and the Marketing & Events Officers to provide further analysis as to the Quality of Learning section for the next meeting so that the results are given more meaning.
- ✓ Hilary Hurrey to add in overall workshop figure into the bar chart into the Quality of learning section.
- ✓ Hilary Hurrey to add in a red, amber, green code to highlight any areas of concern or risk.

3. Partner Maturity Matrix

Ian Heptonstall gave an overview of the revised Partner Maturity Matrix following feedback from the last session. To reconfirm, the document has been created to clarify to Partners how they can engage more within the School and for Partners to articulate to colleagues the benefits of being part of the School. It is also a management tool for the School to give more understanding to the dynamics of each of the groups.

Actions:

- ✓ Hilary Hurrey to change wording of 'People' to 'Internal People'.

- ✓ Emma-Jane Allen to circulate the list of e-learning to the group via the Partner update.
- ✓ The Operations Group to feedback their comments on the Partner Maturity Matrix by Friday 1st July.
- ✓ The Sector Managers will reach out to all partners over a period of time to clarify where each fit in to the Partner Security Matrix.
- ✓ Wendy Carwardine to contact each of the partners to find out viewing/ downloading statistics of e-learning modules on their internal systems.

4. One School Development

Ian Heptonstall gave an overview of One School approach. The group were asked to consider the following five questions:

1. Are we correct in thinking that the prioritisation for issues such as carbon won't significantly change between market sectors?
2. Are we agreed that the self-assessments within a department should be a set of core questions which are then topped up with relevant questions for each market?
3. Are we agreed that we should separate out management issues from Offsite?
4. What do you want to see in the Partner dashboard/ How would you like to see them structured?
5. Should individual CPD accounts be transferrable if they leave the company in which they are working?

Agreed:

- Question 1: Yes
- Question 2: Yes (ties in with individual accounts for personal learning development).
- Question 3: yes however the term Management should be reconsidered perhaps Enablers.
- Question 4: the brief suggests that everything required has been thought through.
- Question 5: Yes
- It was agreed that the One School was about primarily about sustainability and that the overriding vision for the School 'The world class collaboration enabling a sustainable built environment' is addressed in the structure of the One School Project. There is one Sustainability School and the departments underneath it reflect core content (Sustainability); Management skills to enable and embed change (Management but perhaps entitled Enablers); Offsite department which should be considered to be renamed as Tools where content around offsite process, BIM, Performance Measurement, Design etc can sit as markets.

Actions:

- ✓ Action Sustainability to ensure that the search function is developed and is more smart.
- ✓ Action Sustainability to develop an example of how the One School will look with a home page and example pages underneath to present to the group at the next meeting.

5. Team update

Ian Heptonstall informed the group of two new members to the School team and also some changes.

Becky Bryant (Marketing and Events Officer) for the Homes and Construction Sectors will start mid July and Vanessa Mallia (Marketing and Events Officer) for the Infrastructure sector has started and is progressing through her induction period.

Ursula Cooper will be looking after the Offsite and FM sectors.

Helen Carter is joining the School team as Sector Manager for the FM, Infrastructure and Offsite sectors and EJ Allen will continue to look after the Construction group and will take on the Homes Group. The Sector Manager role will incorporate the Secretariat role and Partner Relation Manager role.

6. AOB

The date of the next meeting will take place on Tuesday 6th September, 1pm – 3pm at the Action Sustainability office, 2 Angel Square (nearest tube station Angel).