

Date: Tuesday 6th September 2016, 13:00 – 15:00

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), Bakhir Andrews (Balfour Beatty), Emma-Jane Allen (Action Sustainability), Julia Barrett (Willmott Dixon), Peter Johnson (Kier)

Apologies: Aaron Reid (Balfour Beatty), Lucy Hind (Covance), Kevin Moran (Galliford Try), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Mohammad Rickaby (Action Sustainability), Eddy Taylor (Laing O'Rourke), Aidan Franks (Costain), Cara Palmer (Wates)

1. Update on previous actions:

The actions from the last meeting were reviewed by Hilary Hurrey. Ian Heptonstall has been unable to contact the members of the Social Value group to date but will make it a priority to discuss the viability of the Social Value by Design SIG.

Hilary Hurrey reported that the final Partner matrix has been distributed to all Partners and the Sector Managers will start the process of encouraging them to use it.

The One School project was an agenda item to be discussed.

The Partners were reminded about the awards and to inform the School team should they be interested in getting an award made. The cost of each award reduces the more that are ordered in bulk.

2. Operations Report & KPI's

Hilary Hurrey gave an overview of the Performance Dashboard to the group. The figures were for the month of July and August figures will be released shortly.

Hilary Hurrey gave a brief overview of the analysis of the Quality of Learning figures. Key learnings:

- It was mainly isolated events which brought the overall average down.
- The majority of the lower percentage feedback came from the supplier days.
- The audience at the supplier days was 25% sales / business development, 25% account, contract and project manager and always a low percentage for Managing Director.
- The number of feedback forms are low. There should be a minimum of 40% return for the data to be more meaningful.
- The School team will trial using online feedback forms to gauge whether a) there is a higher return and b) the comments and data is more meaningful.

The KPI's had a red, amber, green coding to highlight areas of concern. The key areas were on the Infrastructure number of active members (however this is the smallest market currently), self-assessments and re-assessments. However it is to be noted that targets were set at a challenging 50% higher than the previous year. There is a lot of activity yet to take place (supplier days, workshops, On School launch, design launch, toolbox talks etc) which will help to further engage current and new members.

Agreed:

- The supplier days and workshops rating should be split as the supplier days are about engagement where as the workshops are specifically about learning.

Actions:

- ✓ The next set of supplier days will trial online feedback forms.
- ✓ Hilary Hurrey will split the Quality of Learning to Workshops only and supplier days only.
- ✓ The School team will investigate how more in depth feedback can be gauged with members who attend via discussions on site or post event.
- ✓ The School team will investigate whether using the power vote system within session could be a way of gauging feedback.
- ✓ The School team will investigate how feedback on the elearning modules can be reported on.

3. Updates

CPD Accreditation

Ian Nicholson gave an update on the CPD Accreditation. The School has signed a two year agreement with CPD.

Agreed points:

- It was agreed that it was not necessary to provide an interim solution to providing evidence until the individual learning accounts were set up under the One School Project as this is on track to launch in December 2016.
- It was agreed it was not necessary to look at the CPD learning retrospectively. The School will launch the learning as being accredited on potentially 1st January 2017 to the members and Partners of the School.

Actions:

- ✓ Ian Nicholson, Wendy Carwardine and Hilary Hurrey are to discuss and confirm how evidence requirements (logo, certification, logs etc) on the elearning modules, attendance at workshops, use of resources etc. will appear on the Member accounts.
- ✓ Ian Nicholson will confirm who CPD UK needs to speak to as part of the accreditation process but potential candidates are trainers such as Ian Nicholson, Liz Holford and Helen Carter and elearning developers such as Ross Primmer.
- ✓ Hilary Hurrey to draft a statement and provide guidance for Partners and Members on what learning can be included once the School launches the CPD learning.

BIM SIG

Alex Giles provided an update on the BIM special interest group.

The Terms of Reference have been agreed and two meeting have taken place to date. There area of discussion with the group which is around the fact that the Partners think that those encouraging their supply chain to use the diagnostic should be able to see the individual scores. The Operations Group discussed this as essentially this goes against the ethos of the School.

Agreed points:

- It was agreed that those around the SIG table should be asked why they need to see individual scores?
- The School ethos is confidentiality in the learning. The BIM diagnostic is a development tool not a PQQ tool.
- A solution could be that the School does not have to share the data however the supplier could take the decision to share the data with their client.

Actions:

- ✓ Alex Giles will take the points made by the Operations Group to the group to discuss further.

Apprenticeship Levy SIG

Helen Carter provided an update to the Apprenticeship Levy SIG. A meeting took place that morning where there was a discussion around the fact that it was more the Tier 1's, 2's and 3's who were taking on apprenticeships. The SME community was likely to not be aware of the current changes taking place and therefore should be the focus for the group and its outputs. The group decided that the best way to provide the best information was to ask the SME community what problems they faced; what barriers they came up against with using apprenticeships. This would be done in the form of five workshops to take place and finish before January 2017. The information drawn from it would then provide the group with what information was needed for the School guidance. It was also clear that best practice and case studies would need to be shared via the School.

The group is aware that there will be an update from the Government on current guidance in October so the workshops will reflect that and start in November.

Actions:

- ✓ Helen Carter and Hilary Hurrey to discuss the budget around delivering the five workshops.
- ✓ Helen Carter to work on the workshop format and agree with the SIG.

4. School Values

Ian Heptonstall informed the group of the plan and process for establishing the School's values. The process is similar to the way that the School Vision was established.

In brief: there will be a survey conducted sent to all Partners and to the most engaged members of the School. Following this there will be a series of workshops to gain further information and draft a set of Values statements. These will then be peer reviewed by the Operations Group, then the Board and then a final sign off in March 2017 at the AGM.

5. One School Development - update

Wendy Carwardine gave an update of how the One School Project was progressing. The School team are working closely with the IT Partner, Itineris, to establish the customer navigation on the new site. The One School will have the same look and feel as the current School but with the added functionality around individual learning accounts and corporate accounts, the ability to access all

resources from both current web platforms, take multiple assessments in different markets and departments.

The next key piece of work is the reporting side of the One School. A key document has been written to address the internal reporting required from the School. Meetings are also taking place with the Sector Managers to understand the Partner dashboard reporting requirements. Wendy and Hilary will be reaching out to Partners shortly to gain an understanding of anything that they feel is missing from the reporting function currently.

The One School is due to be launched by Christmas 2016 via a soft launch.

Actions

- ✓ The group are requested to email Wendy Carwardine or Hilary Hurrey by Friday 16th September with any requests for reporting.
- ✓ Wendy Carwardine and Hilary Hurrey will instigate a plan to ensure that Partners have the opportunity to put forward ideas to be investigated for the reporting on Partner Dashboards.
- ✓ Hilary Hurrey to ensure that a communications plan is developed over the next month with the aim of starting to let members know of the One School launch in the New Year.
- ✓ Toby Bowers will attend the next Operations Group meeting to present the communications plan to the group.

6. AOB

The date of the next meeting will take place on Tuesday 8th November, 1pm – 3pm at the Action Sustainability offices, 2 Angel Square (nearest tube station Angel).