

**Date:** Tuesday 10<sup>th</sup> January 2017, 11:00 – 13:00

**Attendees:** Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Ursula Cooper (Action Sustainability), Alice Hands (Sir Robert McAlpine), Aaron Reid (Balfour Beatty), Ian Nicholson (Action Sustainability), Kevin Moran (Galliford Try), Emma-Jane Allen (Action Sustainability), Julia Barrett (Willmott Dixon), Peter Johnson (Kier), Aidan Franks (Costain), Becky Bryant (Action Sustainability), Helen Carter (Action Sustainability), Alex Giles (Action Sustainability), Siwan Kalatzi (Centrica)

**Apologies:** Bakhir Andrews (Balfour Beatty), Dan Firth (Interserve), Lucy Hind (Covance), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Cara Palmer (Wates)

### 1. Update on previous actions:

The actions from the last meeting were reviewed by Hilary Hurrey.

Hilary Hurrey confirmed that the School has been awarded CPD accreditation for all workshops and elearning. The AS Team are in the midst of updating the events and elearning modules to reflect this. Hilary is to discuss with Ian Nicholson the details such as guidance wording to appear on the website etc.

All other actions were either in progress or complete.

#### Actions:

- ✓ HH and IN to discuss the (now awarded) CPD Accreditation and information regarding CPD will be included on the new web platform when launched.
- ✓ HC will feedback at the next meeting where the Infrastructure group felt supplier diversity fits within the School.

### 2. Operations Report & KPI's

Hilary Hurrey gave an overview of the Performance Dashboard to the group. The figures presented were up until the end of December 2016.

The risk areas remain at the self assessment and re-assessment targets.

Hilary Hurrey had analysed feedback and compared responses from closed workshops (where a Partner invites just their supply chain) and open (any member can attend) workshops to investigate whether there was a difference in feedback.

#### Agreed:

- Though self-assessment and re-assessment figures remain under target it was agreed that the School continued to improve on the number of members actually completing these. When comparing to last year there was an overall increase of 33% on self-assessments and a 71% increase on reassessments completed.
- There was no distinguishing difference between open and closed workshop feedback.

### 3. One School Update

Hilary Hurrey and Ian Heptonstall provided an update on the One School.

The official launch date is 25<sup>th</sup> January (should no technical issues occur). Hilary Hurrey circulated screen shots of the website home page, sustainability section, and market selection to the group.

The AS team were currently working on copy and imagery for all pages. The key piece of work taking place at the moment is testing of the self assessments. Alongside that a process is taking place to check the 2000+ resource links are working correctly. The team are also working through the logic behind assigning the Members accounts with an administrator who will own the corporate account. Next week should see the testing of the Partner dashboards.

#### **Actions:**

- ✓ The Operations Group will be sent a sneak preview of the One School when available to provide any comment and feedback.

### 4. Update: *Apprentice Levy*

Helen Carter provided a brief update on the Apprentice Levy SIG. The key next step is the running of the workshops to engage with the supply chain to understand what key information and guidance they want to know which will then be incorporated into guidance notes which will focus on the SME community.

St Gobain have agreed to host a workshop in Birmingham; Carillion have agreed to host a workshop in London. One more location is required for the third workshop, ideally in the North/ Manchester.

#### **Actions:**

- ✓ UC to follow up with Pete Johnson and Aiden Franks who have offered offices if location and date fits.

### Update: *Supply Chain Mapping*

Ian Heptonstall provided an update on the Supply Chain Mapping SIG. The Board agreed to this SIG going ahead and one meeting has taken place to date. There is about 20 Partners involved in the group to date.

The key point the group have been tasked with to date is to look at 'What does good look like?' and then focus on how detailed the map should be. Following that a key consideration must be that the group has to establish if, within the supply chain, risk is identified, what approach would be taken or what would the next steps be. A common agreement must be formed.

The Operations group will be kept up to date on this progress.

## 5. BIM Progress & Competency Matrix

Alex Giles feedback on the progress on the BIM competency matrix. The group is progressing well and there is budget within next years business plan (yet to be signed off) to develop the tool.

### Agreed:

- It was agreed that once the tool was up and running (subject to the budget sign off) a PR & comms plan should be put together about the Tool.

### Actions:

- ✓ HH to distribute a list of which Partners (and who) is participating in each SIG.

## 6. Supplier Sustainability Performance SIG

Ian Heptonstall provided an overview of what the SIG was about. As the School has matured there is now a risk that needs to be considered which is that the School can not currently evidence the impact we have on the supply chain's sustainability performance.

A potential solution discussed was that a small selection of key sustainability measures on sustainability performance would be reported by members and over time improvements in performance reviewed. The supply chain would be asked to report into this portal annually.

A discussion ensued that this does not answer the question on 'how do we evidence the difference the School makes' as we cannot attribute all changes in performance to the School. The School does however produce case studies each year but these do not provide hard evidence of the impact the School may have. It was also discussed that could the annual survey be used to ask Members. Barratts have just done a similar exercise within the Homes School.

Alex Giles will be leading this Special Interest Group and will be issuing invites in due course.

### Agreed:

- It was agreed that the SIG need to consider carefully the scope and output from this SIG so as not to provide an answer that does not work with the question 'How do we evidence the difference the School makes'.

### Actions:

- ✓ HH will share the results of the Barratt survey with the Operations Group.
- ✓ HH will distribute the questions asked as a template to the group.

## 7. Business Planning Priorities 2017/18

The Operations Group were asked to consider the High Level Objectives and feedback in the meeting what was considered priority for the 2017/18 Business Plan. Ian Heptonstall provided an overview for each of the objectives. The issue is that when all the business plans for each market are put together the School is over budget. Therefore some activities will not be able to go ahead.

**Agreed:**

- It was agreed that the *engagement of Regional Sub-contractors* was a key priority as well as *Improving subject matter*.
- *Develop a market place* should be integrated as part of *Innovation*.
- The *Sustainable Supplier database and School hotline* should come off the high level objectives.
- However, the *School Hotline* was also relating to providing a buddy system for new Partners. The idea is that a new Partner is assigned an existing Partners who can be on hand to provide guidance to the various activities that Partners can be involved within the School.
- *Building the brand in Homes* is a reasonably small amount to invest.
- The Offsite School must remain as its own market however offsite techniques and knowledge should be promoted cross School.

**Actions:**

- ✓ Hilary Hurrey to distribute the Key Objectives slides to the group.
- ✓ Operations Group to feedback any further comments prior to the Board Meeting taking place on Wednesday 18<sup>th</sup> January.

**8. AOB**

Hilary Hurrey asked the group for offers to host the subsequent Operations meetings. Ideal locations are London and Birmingham. Please contact [hilary@supplychainschool.co.uk](mailto:hilary@supplychainschool.co.uk) if you are able to host a meeting.

**The School AGM is taking place on Friday 24<sup>th</sup> March, 1pm – 4pm in London (venue tbc).**

**Actions:**

- ✓ Hilary Hurrey to follow up with each group member for volunteers to host the subsequent meetings.
- ✓ Hilary Hurrey to ensure that the Operations Group receive the invitation to the AGM in due course.

The date of the next meeting will take place on Tuesday 7<sup>th</sup> March, 10.30am – 12.30pm. Venue to be confirmed.