

Date: Tuesday 7th March 2017, 10.30 – 12.30

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Alice Hands (Sir Robert McAlpine), Aaron Reid (Balfour Beatty), Ian Nicholson (Action Sustainability), Cara Palmer (Wates), Emma-Jane Allen (Action Sustainability), Peter Johnson (Kier), Becky Bryant (Action Sustainability), Helen Carter (Action Sustainability), Alex Giles (Action Sustainability)

Apologies: Ursula Cooper (Action Sustainability), Dan Firth (Interserve), Lucy Hind (Covance), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Kevin Moran (Galliford Try), Julia Barrett (Willmott Dixon), Siwan Kalatzi (Centrica), Aidan Franks (Costain)

1. Update on previous actions:

The actions from the last meeting were reviewed. The only outstanding action was on sharing the survey results from the Barratt survey. Once approved the Operations Group will have access to this.

2. Operations Report & KPI's

The group was asked if there were any comments regarding the Operations Report or KPI's.

Hilary Hurrey reported that based on current figures the School is 41% above active members from this time last year; there has been a 21% increase in self-assessments taken over the last 12 months and a 50% increase on re-assessments.

There was some discussion around the Supplier days and whether there is still the call to action on conducting a self-assessment. The call to action is there however it is not done as part of a 'get on line' session. It was important to remember that up to 50% of the audience (varies from supplier day) are already members of the School; however Toby Bowers pointed out that these were the potential members who have not been active over the last 12 months.

Ian Heptonstall reported that the Homes group are looking at running half day regional mini supplier days and it will be interesting to see the conversion rate of self-assessments completed on these events.

3. Updates

Apprentice Levy

The Apprentice Levy group are due to meet this month to discuss feedback from the workshops and the first draft of the guidance for SME's, due to be published at the end of April 2017.

Social Value by Design

Ian Heptonstall reported that RIBA were not engaged with this group and as a result the 'Social Value Overlay to the Design Process' will be published via the School. There is potential for RIBA to engage at a later date.

A first draft document will be produced for the end of April.

Supply Chain Mapping

The Supply Chain Mapping group has met once. It was reported that overall there was consensus that the supply chain will be mapped around Modern Slavery, some Partners had wanted to widen the scope but this was not within the Terms of Reference for the SIG. There are frustrations from the Ops group that there are other organisations such as CIOB, CIRIA and Stronger Together who are asking for collaboration on a similar agenda but seem not to want to collaborate with each other. This will lead to duplication. This could potentially cause issue and hinder the progression made by the School.

Agreed:

- It was agreed that the key driver for supply chain mapping was Modern Slavery due to it being a legal requirement.
- It was agreed that James Cadman and Shaun McCarthy should approach other trade organisations to discuss how the School could collaborate with them to create a more effective solution for the industry.
- It was suggested that if the problem could not get solved the Modern Slavery Commissioner should be approached.

Actions:

- ✓ JC and SM to speak with CIRIA, CIOB and Modern Slavery.

BIM

Alex Giles provided an update on the BIM SIG. The Maturity Matrix had been through many iterations and was now reduced to a set of 32 questions (from ~100). There has been a lot of collaboration with the BIM Alliance and as a result a joined up approach to their project and the School outputs. For example the BIM Alliance are keen to make BIM measurable by 2020 and this matrix may help measure part of the picture.

A second road test is taking place for the matrix on 29th March at an event run by BSI, Skanska and BAM for 40 attendees.

Supplier Sustainability Performance Measurement

Ian Heptonstall provided an update on the Supplier Sustainability Performance Measurement. There was a lot of discussion and concern amongst the Operations Group on this [topic](#).

Ian Heptonstall reported that this group is not to address the impact the School is having on the supply chain. The Board agreed that this is part of the 'day job' of the School.

The Board are keen that the SIG concentrates on the potential for a common/ standard process or methodology to collect a limited number of sustainability metrics from the supply chain allowing more effective benchmarking, supplier development and decision making.

The ops group are very nervous about both the chances of achieving this objective and the benefits. "Eye brows were raised". There was also concerns as to whether, without a audit and verify process, the data could be consider trustworthy.

Agreed:

- It was agreed that it was up to the SIG as to whether the challenge was something that could be addressed.
- Anonymity is not necessarily representative of no value as the School is anonymous but does provide value.
- It was important that Supply Chain \ Procurement Directors attended and bought in to the group otherwise the group would not be successful should it continue to run.

Actions:

- ✓ The Operations Group will have an agenda item at the next meeting to start looking at what needs to be considered and what are the measures to show how the School can show impact.
- ✓ The Operations Group are encouraged to send a relevant representative to the group to bottom out the outcome.
- ✓ Ian to pass on concerns to the Board

4. Review of the Operational Business Plan 2017 and Management Actions

The Business Plan had been distributed prior to the meeting for comment.

Aaron Reid made the suggestion that there needs to be consideration into how the School can act as a 'market mover' based upon the fact that there are now 55 key clients contractors and major suppliers who make up the Partners. Opinion pieces and statements could be released and part of the PR & Comms strategy.

Actions:

- ✓ This should be an item on the next group Agenda to discuss further what could be done, what topics etc could be considered.

5. One School Update and Getting Online

Hilary Hurrey provided an overview of the key objectives of the One School and current progress to date.

The group were then asked to feedback on how the data was to be transferred and the rules which were going to be applied to the accounts to stop the issue around duplication of accounts.

Agreed:

- It was agreed that there should be an email authentication process when signing up to the School however this would not be something that can be developed by initial launch.

- The School team need to consider how accounts can be set up for large organisations who may have different operating parts to their business. The current corporate and individual accounts do not allow for 'business units' to be set up.

Actions:

- ✓ School team to investigate email authentication.
- ✓ School team to consider the 'business unit' within sign up.
- ✓ HH to send Pete Johnson list of individuals signed up to the School.

Key Feedback:

- The Supply Chain logo should have the word 'Sustainability' in it. The brand should not change.
- The site was easy to navigate.
- The group would like to see another preview before it goes live.
- It was suggested that a new member (i.e. someone who has not used the site before) should be asked to test the site before going live.
- Partner benefits should be added to the main Partner page and a call to action on all Partner pages.
- Group 3 got a bit stuck in the 'Biodiversity issue' and eventually found a way out via the site map at the bottom.
- It would be great if when you entered a password incorrectly when trying to login that the entire form didn't wipe itself so you had to start from the beginning
- It is imperative that users are not able to create their own business unit / corporate account. At the moment, if you try and register using an email domain which already exists it still lets you select the option to "create new business unit"

6. AOB

The School AGM is taking place on Friday 24th March, 1pm – 4pm in London.

The date of the next meeting will take place on Tuesday 16th May, 10.30am – 12.30pm at Balfour Beatty offices, Canary Wharf.