

Date: Tuesday 26th September 2017, 10.30 – 12.30

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Alice Hands (Sir Robert McAlpine), Emma-Jane Allen (Action Sustainability), Peter Johnson (Kier), Becky Bryant (Action Sustainability), Aaron Reid (Balfour Beatty), Julia Barrett (Willmott Dixon), Helen Carter (Action Sustainability), Wendy Cardwardine (Action Sustainability)

Apologies: Ursula Cooper (Action Sustainability), Rosie Watts (Action Sustainability), Lucy Hind (Covance), Steve Enright (Abellio), Charlie Roberts (Cofely), Harriet Phillips (WP Group), Kevin Moran (Galliford Try), Siwan Kalatzi (Centrica), Cara Palmer (Wates), Dan Firth (Interserve), Aidan Franks (Costain), Anna Cantwell (Aggregate Industries)

1. Update on actions & Operational Update:

Hilary Hurrey reported back on the actions from the last meeting.

Most actions were complete or were being discussed as part of the agenda.

Hilary reported that the elearning review would be conducted shortly. The School now has a new way to review the modules which makes the process a lot easier. The Timber elearning module has been confirmed as too out of date for just a refresh and in fact needs a complete rewrite.

Emma-Jane Allen reported that the Homes group were deliberating on what content should be included in the SMART target matrix. Once agreed this will then be shared at events and also on the School website. The idea is that it will not only allow the supply chain to understand their clients targets better and therefore drive engagement with the School, it allows the School to better understand the Partners drivers.

Hilary Hurrey gave an overview of the KPI's and progress to date. The School should just about hit the same level of active figures YOY. It was clear that those members who are active were doing more across the School which was a result of the new School functionality.

Ian Heptonstall explained that the School is keen to investigate more in depth into understanding and implementing automated marketing and how it can engage the Members further with the School. This will require a larger budget than in the past and will be put forward as part of the business planning process.

Agreed:

- It was agreed if the Infrastructure group do not decide to apply their elearning budget to rewrite the Sustainable Timber elearning module the School will look at budget to see what could not be spent to ensure the elearning module gets rewritten.
- It was agreed that the Timber elearning module should be taken off the site however a resource needs to replace the elearning module in its place until the new version is complete as this will appear in members action plans.
- The SMART Target matrix will be used across the School not just for the Homes group.

Actions:

- ✓ Hilary Hurrey and Wendy Cardwardine to ensure an appropriate replacement resource is in place instead of the elearning module.

- ✓ Hilary Hurrey to liaise with Helen Carter over the Infrastructure group and the elearning module and progress the rewriting of the Sustainable Timber elearnign module.
- ✓ Emma-Jane Allen will keep the Operations Group up to date with any progress with the SMART target matrix.

2. Updates on Special Interest Groups

2.1 Social Value by Design

The Social Value by Design publication has now been reviewed and should be made live on Friday 29th September. The document is an interactive document and includes key case studies on social value in design.

There are several members of RIBA who have been involved with the ublication and who are going to help to get it promoted via the Regional RIBA groups. It will also be communicated via the School to members and Partners.

Actions:

- ✓ Jim McLelland will be enlisted to help with a PR piece around the launch of the publication.
- ✓ All Partner will be sent a link to the publication.

2.2 BIM

The BIM matrix is now complete and is due to be online and launched in November.

2.3 Performance Measurement

To date this SIG has failed to gather enough interest. In addition to this Construction Excellence are trying to do similar work. The School is engaging with Construction Excellence so as to try to not duplicate work.

2.4 Supply Chain Management

The Supply Chain Management work will be picked up with the Category Management approach on the agenda.

2.5 Lean Construction School

Ian Heptonstall gave an overview of the work being done with the Lean Construction Institute.

The project is funded by CITB and will be hosted on the School website under a new department 'The Lean Construction School'. The benefits to the School is to receive new and free content. There is also a revenue source with the LCI paying a yearly fee to fund the hosting of the content on the School.

2.6 FIR

Ian Heptonstall gave an overview of the work which has just been won through CECA to deliver Fairness, Inclusion and Respect. Action Sustainability are currently recruiting accordingly to allow the the work to be delivered over the next five years.

Ian also described the potential funding scenarios with FIR and this included the Training Levy which may come into play. This will mean that for every person trained, in the region of £100 per person can be claimed. The model has not been confirmed by CITB yet. The School would therefore become an accredited training provider . The FIR project has been agreed by the Board to be brought under the Governance of the School. CECA are to be consulted.

Aaron Reid explained the FIR Commitment. It is not to be viewed as a charter, but a joint statement from the Partners of the School regarding their commitment to FIR and how by employing a diverse workforce will in turn address the skills gap the industry keeps talking about. The message would be aligned with a PR piece.

Actions:

- ✓ All Partners are to be communicated regarding signing the FIR Commitment via the Sector Managers.
- ✓ A date is to be agreed where the PR piece will be launched to help ensure that all Partners commit.

3. Category Approach

Helen Carter gave an overview of the Category Group and its structure which has now been approved by the Board. There is a meeting planned between Shaun McCarthy and Helen Carter this week to discuss taking the groups forward.

The first two groups being trialled are Labour and Plant following considerations around the fact that both these groups had a strong backing and interest by the Partners within the Materials Group. In addition to this both groups were also chosen because they can fit across all sectors of the School.

Agreed:

- It was agreed that the School was now becoming more mature to be able to provide its Partners and Members with a platform to facilitate potential solutions to more focused problems and barriers.

4. Pricing Structure 2018

Ian Heptonstall provided an overview of the funding options which had been presented at the last Board meeting. The new model involves an initial 10% increase on Partner fees for 2018/2019, followed by 5% p/a there after. FIR will be brought under the School Governance. A new pricing structure will be introduced so that more active Partners will pay more. There will also be the option of a lower Partner fee of £6K should an organisation want to only be active in one group.

Agreed:

- The new pricing structure needs to be communicated as soon as possible to all Partners as budgets were in the process of being signed off.
- There is a risk by introducing the lower one group fee, however it was felt that the School must show value – those who are active in more groups receive more value and therefore pay more.

Actions:

- ✓ Hilary Hurrey to work with the Sector Managers to communicate the new pricing structure.

5 School Impact

The draft questions were distributed prior to the meeting and again in a paper version for the meeting.

Due to time restrictions the suggested timescales and how the data will be collected was not discussed.

Agreed:

- Question 1 should have the question: How is your organisation represented in the School: Partner/ Member/ Other
- Question 1: Partner should be taken off the part of the question which asks 'Please tell is what sort of organisation you work for'
- Question 1: should also include which sector you work for (Construction, FM etc) and which country (England, Scotland, Wales)
- Question 2,3 and 4 were fine.
- Question 5 needs to be reworked with the key comments being:
 - Make it more a two part question: *Has the School helped you to understand / your performance on ...* with an answer yes/no
 - Second part of the question to then e.g *'has that increased understanding helped you to reduce e.g. carbon*
- Additional questions to be added are: *What has helped the most?* With a list of activities available in the School; *'What else do you want to know about?'* and finally *'What would help you further?'* With an answer set of more/ less/ same with a list of the issues and current hot topics as well as free text for additional topics not listed.

Actions:

- ✓ Hilary Hurrey to redraft the questions based on the above recommendations and distribute to the group for comment in the next two weeks.
- ✓ Hilary Hurrey will then communicate the final set of questions to CITB and the Impact Manager there.

The date of the next meeting will take place on Tuesday 21st November, 10.30am – 12.30pm, Action Sustainability Offices, 2 Angel Square (nearest tube Angel).