

Date: Tuesday 16th May 2018, 10.30 – 12.30

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Alice Hands (Sir Robert McAlpine), Emma-Jane Allen (Action Sustainability), Helen Carter (Action Sustainability), Cathy Berry (Action Sustainability), Ursula Cooper (Action Sustainability), Rosie Watts (Action Sustainability), Becky Bryant (Action Sustainability), Sara Gouveia (Action Sustainability), Emily McBride (Action Sustainability), Aaron Reid (Balfour Beatty), Warren Edwards (Laing O'Rourke), Charlotte Osterman (VINCI)

Apologies: Peter Johnson (Kier), Lucy Hind (Covance), Steve Enright (Abellio), Cara Palmer (Wates), Anna Cantwell (Aggregate Industries), Mark Turner (Action Sustainability), Michael Cross (Wilmott Dixon)

1. Operation Update & Actions from the last meeting

Hilary Hurrey reported that all actions were complete.

The progress in the School since the beginning of the new financial year was highlighted. Overall it has been a good start to the year, in particular for new Partners joining the School. The first few supplier days and sub-contractor breakfast briefings had been very successful with high attendance numbers.

However, the assessment figures are slightly lower than this time last year and so need more focus over the next few months to ensure that target is hit. Hilary Hurrey reported that the team have been successfully trialling the completion of assessments at events. This will continue to be factored into event agendas where possible as a result.

2. Impact the School is making

Ian Heptonstall presented the more detailed findings of the School Impact and FIR Impact report to the group.

Agreed:

- It is important to use the results of the Impact Survey, in the business case for becoming a Partner of the School.
- Although there are clear priority areas where the School has had an impact e.g. Modern Slavery, the School needs to continue to provide resources for all 10 sustainability issues and continue to be steered by the priority areas highlighted in the various sector business plans.
- The School has had the biggest impact on those areas linked to SIGs where there has been a clear driver in the marketplace e.g. Modern Slavery act
- The results of the impact survey should tie into the School's wider Marketing Strategy, with content calendars focusing on different issues in different months
- CPD is a huge pull to drive activity within the School – this needs to be highlighted in School marketing campaigns
- The group felt that it also leads onto an educational piece to those who are not using the School effectively to showcase how the School can provide real value.
- The Impact surveys should be benchmarked against other industries where possible/ data is available.

- The FIR Impact survey needs to reach out to other minorities in the future, in particular ethnic minorities.

Actions:

- ✓ IH to consider how the FIR programme and Impact survey can further its reach amongst minority groups and to discuss what the key issues with this are at the next meeting
- ✓ In the next FIR impact survey there should be additional questions around Fairness, Inclusion & Respect in the industry as well as making reference to specific elements the FIR programme has focused on.
- ✓ School to add the 'Race at Work' report in the School resource hub

3. Special Interest Group: CPO & Engaging with Procurement Teams

IH presented the proposed Special Interest Group. The key aim for the group was to engage effectively with procurement professionals via support from CIPS. The group would look to develop a co-branded School / CIPS page of the School to procurement professionals, that in turn would link to relevant resources specifically for procurement / supply chain. This was being done by joining forces with a group which had already formed by CIPS, advocated by Dale Turner, Skanska.

Agreed:

- The group agreed that engaging with procurement professionals is key to engaging the supply chain and agreed with the Board that the SIG should go ahead.
- This piece of work could be a good opportunity to further develop the relationship with CIPS, and potentially help with the wider aim of discussing how sustainability can become an integral part of the CIPS qualification.

Actions:

- ✓ Shaun McCarthy will cascade details via the School team on how Partners can get involved.

4. Marketing Automation

Emily McBride presented an overview of the marketing automation which is to be integrated into the School. A brief has been written and submitted to the IT Partner, Itineris and the School team are waiting a response for this.

Actions:

- ✓ EM will update the group with a timescale once this is known and details have been explored further with the Itineris.

5. Knowledge Manager

Hilary Hurrey talked through what the Knowledge Manager role would be responsible for.

Agreed:

- The role should also ensure that they look at the different techniques of learning.

Actions:

- ✓ Webinars should be included on the next agenda for the Operations Group to discuss format and how the School will use them effectively. If any webinars have taken place in that timeframe the feedback on them should be presented.

6. Aligning the School issues to the SDG

Helen Carter presented to the group on how and if the School should align to the Sustainable Development Goals.

Agreed:

- Many organisations are not incorporating the SDG's but are instead making reference to them at a high level
- Talking about the SDGs in detail with the members, and changing the 10 sustainability issues in the School to similar language as used in the SDGs would confuse the membership.
- Many of the School's issues do not directly align, with some issues carrying across more than one goal.
- It is important to understand which Partners were making reference to the SDG's in their own sustainability strategies.

Actions:

- ✓ The School would produce a briefing paper for circulation and peer review which would outline the different options the School could take. This would also look at the resources required to do each option, with a consideration to what activities would be stopped to allow for this to be resourced.

7. Any other business

Aaron Reid kindly confirmed that Balfour Beatty's offices in Canary Wharf had been booked for the next Operations Group Meeting.

The date of the next meeting will take place on Tuesday 24th July, 10.30am – 12.30pm.