

Date: Tuesday 24th July 2018, 10.30 – 12.30

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Emma-Jane Allen (Action Sustainability), Helen Carter (Action Sustainability), Cathy Berry (Action Sustainability), Mark Turner (Action Sustainability), Michael Cross (Wilmott Dixon), Rosie Watts (Action Sustainability), Becky Bryant (Action Sustainability), Alfie Gilbert (Action Sustainability), Emily McBride (Action Sustainability), Aaron Reid (Balfour Beatty), Warren Edwards (Laing O'Rourke), Charlotte Osterman (VINCI), Peter Johnson (Kier), Daniel Harvey (Wates)

Apologies: Alice Hands (Sir Robert McAlpine), Lucy Hind (Covance), Steve Enright (Abellio), Cara Palmer (Wates), Anna Cantwell (Aggregate Industries),

1. Sustainability Strategy Tool for Members

The Operations Group agreed to explore the following:

- *At a corporate level, are organisations getting a proper action plan? Is it just a list of learning points and they have to work out their actions afterwards?*
- *Does there need to be a tool/ action plan which is more practical such as a maturity matrix making it more practical?*
- *Is the School providing a clear 'journey' for organisations to learn effectively?*

Shaun McCarthy led a discussion on the above points.

Agreed:

- Members of the School, in particular SMEs, would benefit from some sort of guidance or tool to help them to develop a clear action plan around how to embed sustainability into their business. Coaching workshops would be the ideal way to help SME's understand how to identify their impacts, understand risk and opportunity, and develop a strategy / action plan for their business, however it is recognised that this is resource heavy.
- If a 'template' was offered through the School as a tool, it was important to ensure that this was only accessible to those who had completed an action plan to ensure that learning was taking place, and the outcome of the learning feeds into the action plan
- A maturity matrix was also an option which would potentially give those using it confidence and a visual route to the next steps/ levels.
- A pilot workshop should take place which would focus on how to develop this sustainability action plan / strategy. The drivers exercise would be the first part of this workshop. Attendees should be a combination of Registered, Member, B/S/G.
- It should be considered that Bronze, Silver and Gold members could have access to specific resources and other benefits such as time in front of Partners as an incentive to engage, learn and embed learning from the School, and that this be clear in School marketing
- Potentially replicating the idea for the FIR programme and introducing a 'Commitment' which needs signing by the senior Directors.

Actions:

- ✓ All Sector Leads to get together to discuss the best way forward: review the current question set around Sustainability Strategy; make recommendations which are then presented at the next set of leadership group meetings.
- ✓ Invite Members of the Operations Group to feed into the Sector Leads and meeting.

- ✓ The finding and recommendations to be presented at the next Operations Group meeting.
- ✓ A workshop should be arranged and piloted.

2. Actions from the last meeting

Hilary Hurrey reported that all actions were complete apart from:

- The FIR Steering Group to consider how the FIR Programme & Impact survey can further reach to other minorities, in particular ethnic minorities. This was on the agenda at the previous meeting, but not covered, This needs to be progressed.
- Marketing Automation. There has been progress in the sense that weekly emails are going to each sector's membership, with a different sustainability focus each month. Each email promotes the use of a specific resource. The team have been learning as a result of sending these emails such as what works and what doesn't, what is most effective etc.

However, there have been changes with Itineris, the School's web developer. The subject of Itineris is covered in AOB.

3. Webinar update

Emily McBride gave a brief overview of the various webinar platforms that can be used. An internal training session took place using Click meeting. The FIR programme and FM group are going to be trialling the webinar platform in September. All were pleased to hear the wide range of functionalities of this platform.

Actions:

- Emily to circulate a crib sheet once complete to the Operations Group which will outline what should be included in webinars.
- Each sector lead is to raise webinars as a point at the next Leadership Group meetings, with a view to understanding if there is appetite for the group to trial one.

4. Plant & Labour Group

Helen Carter gave an update on progress with the Category Groups. Category groups will be discussed at the Board meeting on 25 July with a view to agreeing a process/criteria for decisions around new category groups.

Actions:

- ✓ Helen Carter to ensure that the criteria agreed at the Board meeting for the next category group is then distributed via the Sector Leads to their Leadership Groups, with a clear call to action around suggestions for future category groups. These suggestions will be taken to the Resources Group to consider in Autumn.

5. Contractual Period of Partners

This issue was raised by the Board Risk Register sub-committee.

Agreed:

- The group agreed that there was no issue. The School has a 95% repeat rate.
- There were concerns over asking new Partners to commit to three years instead of one.

6. SDG within the School

Hilary Hurrey gave an overview of the proposal circulated to the group prior to the meeting.

Agreed:

- The group agreed that the first question to answer was: why the School was looking at referencing the SDG in the first place.
- It was felt that the proposal circulated needed further work and scoping out how the School would work with the SGD.

Actions:

- ✓ The School team will revisit the proposal and rework it following engagement with other School Partners such as Canary Wharf Group to understand what their drivers were for referencing the SDG.
- ✓ Pete Johnson to also feed into the proposal.

7. Any other business

Ian Heptonstall informed the Operations Group that the IT Deliver Partner, Itineris are moving away from delivering and supporting the .NET programming language. This has a significant affect on the School as it has been built in .NET.

Action Sustainability has already started the process to find out alternative providers for the various elements of the School. The Board were to be consulted at their next meeting. Ian Heptonstall will present in more detail the outcomes and steps to progress at the next Operations Group meeting.

Actions:

- ✓ Cathy Berry will facilitate a meeting with Peter Kelly, ISG; UKGBC (UK Green Building Council) and CIWM (Chartered Institute of Waste Management) to try to map out who is doing what on waste and circular economy, and understand how we can work together and avoid duplication. Progress to be reported back at the Operation Group meetings.
- ✓ Hilary Hurrey will distribute an email that was circulated to the Sector Leads by Cathy Berry on the Innovate UK funding competition.

The date of the next meeting will take place on Tuesday 25th September, 10.30am – 12.30pm. Venue London tbc.