

Date: Tuesday 25th September 2018, 10.30 – 12.30

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Emma-Jane Allen (Action Sustainability), Cathy Berry (Action Sustainability), Julia Barrett (Wilmott Dixon), Becky Bryant (Action Sustainability), Daniel Harvey (Wates), Alice Hands (Sir Robert McAlpine), John Dwyer (Telford Homes)

Apologies: Helen Carter (Action Sustainability), Mark Turner (Action Sustainability), Emily McBride (Action Sustainability), Aaron Reid (Balfour Beatty), Warren Edwards (Laing O'Rourke), Charlotte Osterman (VINCI), Peter Johnson (Kier), Michael Cross (Wilmott Dixon)

1. Actions from the last meeting

Hilary Hurrey reviewed the actions from the last meeting. The majority were complete and related to items on the agenda.

The Resources Group had met recently to discuss the criteria set for the next Category Groups. This will be circulated amongst the leadership groups and used as part of the business planning process. The Leadership Groups will be able to submit suggestions to the Resources Group to consider. The Homes group have already discussed waste and packaging as a group and the Construction group have discussed sustainable concrete as a group. Proposals are being drawn up and will be submitted to the Resources Group.

The Offsite Group will not be putting forward any suggestions as they are concentrating on a bid which will result in the development of short duration courses around Offsite construction. The short duration courses would produce learning materials for specific roles such as procurement and design. The courses would look at what those roles need to do differently to engage with offsite techniques. for job functions such as Cost Consultants, Site Managers etc

Actions:

- ✓ Emily McBride will finish the webinars brief and this will be circulated to the group.

2. Operational Update: Progress against KPI's

Hilary Hurrey ran through the current School KPI's. The resource driven marketing campaigns are working well and have driven engagement figures significantly as highlighted in the progress report.

It was suggested that it important to consider the engagement of individuals within the School as well as organisations. Individual learning is also key as people take expertise and knowledge with them when they move jobs which benefit the industry as a whole.

Actions:

- ✓ Hilary Hurrey to ensure that the Partner matrix includes a section on mandating Bronze, Silver & Gold status in the supply chain.
- ✓ Hilary Hurrey to feedback on how many Partners already mandate this, and which have formal targets around priority supplier engagement

3. Web Platform Development

Ian Heptonstall provided the group with a more detailed update on progress to update the web platforms.

The plan is for the new platform to be launched in April 2019 but this will be confirmed once the IT Partner has been appointed.

The next Operations Group meeting would be extended to all Partners to attend. The meeting would be in a workshop format to allow Partners to feedback on the different elements of the School.

Agreed:

- Eventually it would be ideal that the School platform can automatically feed into other systems such as ConstructioLine, Achilles and Partners own reporting systems using APIs.
- The School LMS would also benefit from being able to link into the Partner LMS's.
- Ideally the event management system would allow for delegates to swap attendance with colleagues.
- The plan for data transfer was considered most important and a test should take place before taking live data across.
- Partners would be invited to the next Operations Meeting, and encouraged to invite for example, users of the LMS, users of the School, the HR function to also come along to provide feedback on what is important for the new platforms.
- More automated prompts need to be integrated into the new system e.g. on the administration side also such as a new user has joined an account and needs to be approved etc.
- The search function needs a complete overhaul as it's currently very difficult to navigate and is viewed as a potential barrier to allowing members to engage with the School.

Actions:

- Hilary Hurrey to extend the next Operations Group meeting to all Partners to provide feedback on the new web platform. This will be done via the Sector Leads.
- Information will be circulated on the workshop asap to allow time for internal discussions in advance of the workshop.

4. Assessment methodology

Ian Heptonstall presented the suggested maturity matrix approach for the development of the self assessment tool. The group were asked if they were happy with the approach being presented and to provide initial feedback on the matrix.

The group provided several pieces of feedback on the matrix as follows:

- The four sections on Social Value need to have the titles considered or made clearer as to why they have been split and labelled as they are.
- There needs to be a level below foundation such as entry or no knowledge. This provides members who don't understand or know anything about the topic an option.
- There should be a description for each level.
- Sustainable Procurement and Materials need to be checked as some points need to be differentiated.
- Embed section, waste: need to be more specific on duty of care as well as legislation; the supply chain need to consider whether they are set up to support their clients.

- For Energy & Carbon it starts off with climate change and moves into energy. It was suggested that climate change is taken out completely. Operational and embodied carbon need to be treated separately. Embodied carbon perhaps needs to be linked in the Materials section.
- The Materials section jumps to Life Cycle Analysis which is considered very expert. It also misses Life Cycle Costing.
- On Social Value – Employment, on the embed section it needs to be clear when talking about recruitment and retention, if this relates to their own organisation or the community. There is not enough diversity and the language needs to be considered.
- For Social Value – Communities there needs to be something around community investment.
- For Social Value Spend there was a discussion around ‘prompt pay vs pay when you say’ and also linked to this the inflexibility on payment terms. This is not mentioned, and should this fall under Ethics? Needs consideration.
- Waste and Resource Efficiency: it was discussed that many organisations see waste as just waste and not resource efficiency. The word Circular Economy is used a lot but there is not a real understanding of the concept across the industry.
- Energy & Carbon need to have more in around reporting.
- The water section needs to read in a similar way to Energy & Carbon from the Foundation to Lead level.
- All sections must be reviewed to be more consistent across the levels.
- It was important to ensure that the matrix fit for all sectors which would be part of the review.
- Water is a higher priority topic for FM.

Agreed:

- There would be a hover button across each section and level which would give information on an example or statement of what good looks like to aid with selecting the right level.
- The group identified the following peer reviewers:
 - Sir Robert McAlpine: Modern Slavery, Air Quality
 - Telford Homes: general feedback on the whole matrix
 - Willmott Dixon: Waste, Energy & Carbon
 - Wates: Wellbeing, FIR
 - Balfour Beatty: FIR, Social Value
 - Kier: Waste, Biodiversity
 - Skanska: Sustainable Procurement
 - Aggregate Industries & Marshalls: Materials
 - Laura Spence: Business Ethics

Actions:

- ✓ Hilary Hurrey to contact the relevant peer reviewer for the matrix.
- ✓ All Sector Leads to distribute the matrix to the Leadership groups to update and feedback on the change. This will be done once the initial peer review has taken place.

5. Sustainable Development Goals & the School

Cathy Berry presented a suggested approach the School could take with aligning to the Sustainable Development Goals.

Agreed:

- It was agreed that it was important for the School to address the SDGs in some way to show how the School does or doesn't align.
- A landing page which shows how the School relates to the SDG's and an explanation of each goal will be created. This would be visual with supporting text.
- It was not valuable to relate every resource to the SDG's.

Actions:

- ✓ Cathy Berry will draft the wording and work with the AS team to design a graphic which clearly illustrates how the School addresses the SDG's.

6. Any other business

Hilary Hurrey reminded the Operations Group to ensure their organisations voted for the Board as the closing deadline was Friday 5th October at midnight.

The group were reminded that the Board required skills in the Homes sector.

Actions:

- ✓ Hilary Hurrey to check which Partner contact was sent details of the Board elections and ensure that reminders were sent. This was happening via the relevant Sector Lead.
- ✓ Hilary Hurrey to check that the room booked at Foley Street was large enough to accommodate a workshop style meeting for the Operations group and extended invite to all Partners to discuss/ feedback n plans for the new web platform.

The date of the next meeting will take place on Tuesday 27th November, 10.30am – 12.30pm at Kiers Offices in Foley Street (tbc).