

Date: Wednesday 30th January 2019, 10.30 – 1.00pm

Attendees: Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Emma-Jane Allen (Action Sustainability), Cathy Berry (Action Sustainability), Daniel Harvey (Wates), Alice Hands (Sir Robert McAlpine), John Dwyer (Telford Homes), Emily McBride (Action Sustainability), Aaron Reid (Balfour Beatty) via phone, Nathalie Ritchie (National Grid) via phone, Charlotte Osterman (VINCI), Ross Gorbert (Osborne), Laura Boccadamo (Berkeley Group), Dale Turner (Skanska), Alison Bettany (EMCOR UK), Shaun McCarthy (Action Sustainability), Robyn Conway (Action Sustainability), Philip Lunn (Graham)

1. Web platform

Emily McBride talked through the progress made to date on the web platform. The group had been asked to comment on the designs of the new platform prior to the meeting and the new visuals were shown. Elements highlighted were:

- Colour palette and font to allow the School to achieve an AA standard in accessibility. Achieving the AAA standard was not considered as this would dramatically decrease the creativity and design element of the website.
- Search function is more prominent and will be much more intuitive. The current exercise around the resource library is to ensure that resources will contain a small number of words to enhance the search function.
- All issues will be shown in a 'mega menu' making it easier for the user to find what they are looking for.
- Interests will be registered e.g. Scotland, FM which will mean that resources relating to those areas will be automatically filtered and show those resources relating to it. This can also be unfiltered.
- The events are shown as a quick link at the top of the page (on all pages).
- The mobile site will have the same information which users scroll down, however there are some points where they scroll across. The same information is displayed on the mobile site and main site.
- A key feature is on the filter capability of the site and users can set their filters so that they only see what they have set.

The launch of the website is still set at 1st April currently.

Agreed:

- ✓ It was agreed that Category Groups 'Plant', 'Labour', 'Waste' will sit under 'Markets'.
- ✓ It was agreed that 'role-based learning' e.g. 'I am a procurement professional' will sit in the 'Learn' section. The filter functionality will also play a key part here as the user is able to filter when, for example, they are in the resource section so they can filter down to what they want to see.
- ✓ It was agreed that the term 'topics' instead of 'issues' should be used. Topics was already a term being used in the BIM and Lean sections.
- ✓ Partners would be able to use the site prior to launch. There is also the intention to soft launch the site at the AGM (dependent on timings).
- ✓ There will be various webinars and workshops, as well as a communications plan, to all Partners to assist with understanding the new site. There will also be a separate members communications plan and help available.

2. Sustainability Maturity Matrix

Shaun McCarthy talked through the review process for the Sustainability Maturity Matrix and how all comments provided by the Partners were considered. The final version of the matrix was distributed along with the agenda pack prior to the meeting.

Key points made in the meeting:

- A level of 'no knowledge' was added in.
- For many of the comments, the underlying message was captured but turned into a consistency of language.
- The matrix was about learning not pre-qualification. Some comments were rejected on that basis.
- The prioritisation of trade categories on the matrix can only be truly understood for granularity once it is able to be tested. Appropriate changes will be made as necessary.
- The guidance around the matrix needs to be more robust to ensure that users are rating themselves at the right level. i.e. there needs to be a succinct set of 'what this means' in detail.
- There cannot be any mapping across of scores from the old assessment to the new matrix. However, there will still be average scores.
- There will still be the ability to complete individual assessments under the maturity matrix, but the wording will change to 'I'.
- It is being investigated (for future developments) if the corporate action plan can be split and given to specific individuals in organisations to complete.
- If Partners give their priority suppliers some specific learning through the School, e.g. an elearning to view, if that supplier has already completed it the system will have marked that already.

Actions:

- ✓ Shaun McCarthy to write a detailed set of guidance notes which accompany the user when using the matrix.
- ✓ The term 'Social Value' will be dropped from the matrix and instead the term will be embedded and referenced across the whole site. There needs to be an outline of what the term means from the School perspective and this must be clear to the user. This will also need to be added into the guidance notes under the four sections: Employment; Training & Skills; Community; Supplier diversity.
- ✓ A version of the matrix which is tailored for individual assessments will be produced (the language will change to 'I' from 'My organisation').
- ✓ The first piece of communication which will go out will be to determine who in the Partner organisation is the correct administrator.

3. New Groups for 2019/20

Ian Heptonstall provided the group with an overview of the Wellbeing Special Interest Group and the Waste Category Group.

A facilitated discussion then took place to identify what the key priorities were for each group to consider.

Actions:

- Hilary Hurrey to summarise the discussions and send to the facilitators of each group.

4. Any other business

Date of AGM: Friday 29th March; 1pm – 4pm at Grosvenor Offices, 5th Floor, 70 Grosvenor Street, London W1K 3JP

Date of next Operations group meeting: Tuesday 21st May 10.30 – 12.30 London (venue tbc).