

**Venue:** Balfour Beatty, Maxim Business Park

**Attending:**

COMPANY	NAME	POSITION
Balfour Beatty	Jim Brannan	Head of Procurement Scotland
VGC	Sean Dempsey	Labour Manager Scotland
Morgan Sindall	Edward Carr	Operations Director
ISG	Jim Murray	Supply Chain Manager
Marshalls	Matt Connell	Business Development Director
Robertson	Martin Dick	Group Central Service Director
Robertson	Graeme Hannah	Head of Sustainability
Elliot Construction	Catherine Mcfadzean	Regional Key Account Manager
Supply Chain School	Andrew Wilson	Regional Manager, Scotland
BAM	Michael Shields	System and Environmental Manager
CSIC	Ben Westland	Head Strategic & Commercial Operations
BRE	Dr David Kelly	Group Director BRE Innovation Parks
CCS	Angus Kennedy	Scheme Monitor
ZWS	Nick Ribbons	Manager

**Apologies:**

Eibhlin Flynn and Shahbaz Mahmood – Danny Sullivan  
Clare Tait - Kier  
Ian Heptonstall – SCSS  
Daniel Senior – Marshalls  
Ross Wood - IGC

**Notes and Actions**

**(NB – background and detail on agenda items is on accompanying slides, sent with these notes)**

The meeting thanked Balfour Beatty for hosting and welcomed Angus Kennedy, CCS Scheme Monitor as a guest. Nick Ribbons from Zero Waste Scotland was also welcomed.

**1. Notes of last meeting**

Notes were accepted and there were no matters arising

**2. Operational report**

The School's recent progress and performance across the UK as a whole was shared.

For the Supply Chain School in Scotland, performance against KPIs was presented: 266 active member companies and 862 active individuals were now benefiting from School membership, against March 2019 targets of 300 and 750.

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Training events (workshops and supplier briefings) were reviewed. Quality ratings had been received for the following events:

21/06/2018	Supplier Briefing - Waste Management and Reduction
07/09/2018	Supplier Briefing - Accelerating Offsite Construction
22/11/2018	Supplier Briefing - Circular Economy and Carbon
1/10/2018	Workshop - Introduction to Carbon Footprinting

On average:

**78% responded “good” or “excellent”** for how the event would influence change of behaviour

**90% for relevance**

**94% for quality**

These statistics compared favourably with average scores for similar metrics across all other events run by the School in other parts of the UK.

**ACTION: The Group asked for event content / slides to be shared (if possible) prior to each training event, and/or for slides used to be available via web portal** **ANDREW**

#### Supplier engagement review and update

Event attendance was presented which as on average increasing compared with earlier Supply Chain School events in Scotland

#### Partner key suppliers - status update

Further analysis had been done for key suppliers of Morgan Sindall, ISG and Balfour Beatty – showing how many of these organisations had accounts, were active members, and had achieved Bronze, Silver or Gold status within the School. This process would be continued for other major contractor Partners in Scotland.

**ACTION: Partners would be resent infographic slides showing the impact of the School in terms of Sustainability and Business performance** **ANDREW**

#### Partner Dashboards Demonstration

Becky Bryant joined the meeting via Skype to present the Partner Dashboards, which allow Partners to analyse the engagement, learning and sustainability performance levels of their own supply chains.

**ACTION: Partners would be sent log-ins which would allow them to review their supply chains in Scotland (based on data they have provided), and how the School is being used by key suppliers into their own organisations.** **ANDREW / BECKY**

### **3. Stakeholders and industry partnerships – recent activity**

Angus Kennedy, CCS Scheme Monitor, had been invited to meet the Leadership Group following a meeting between CCS and the Supply Chain School on 6 November. The following actions had already been agreed on a national level between the two programmes:

- Develop an MoU similar to the one with UKGBC
  - Mutual support on social media
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- CCS will focus on case studies of best practice – and leave e-learning and other training content to the School
- Share resources from each other's websites where appropriate
- CCS to appoint School a "Scheme Supporter", School will appoint CCS a Knowledge Partner
- CCS to promote School events, School to seek CCS speakers for our events
- CCS to implement a generic mandatory question about sustainability knowledge development which should drive up members
- CCS will join the School as members and encourage their Monitors to use the learning resources for CPD, this will build their capacity and, importantly, enable them to advise potential members about the School

The Leadership Group asked if School membership / partner status could be given any recognition within the CCS

**ACTION: Suggest to CCS for some form of recognition to be given for having certain level of activity / engagement with the School**  
**ANDREW**

Other stakeholder and partnership potential was discussed. Whilst agreeing importance of working strategically and creating synergy where possible, the Leadership Group felt that any partnership and stakeholder engagement should be clearly focused and relevant to the School's key objectives (e.g. increasing learning / knowledge and improving behaviours throughout the supply chain).

A summary of engagement and impact of work to date across the UK would be collated for the next meeting. This may provide a good guide for the Group to demonstrate where the best results have been achieved. Any UK success could be reflected and iterated on a Scotland level.

**ACTION: Prepare matrix of partner and stakeholder engagement showing any key results / successes, so Group can discuss at next meeting if required.**  
**ANDREW**

#### 4. Web Platform Update

Details of the current project to redevelop the web platform are on the slide deck which accompanies these notes.

**ACTION: Partners are encouraged to give feedback on any aspect of current web platform, and/or suggestions for its redevelopment, by Friday 11 January**  
**ALL PARTNERS**

#### 5. School news

An update of recent news was shared including new School Board Directors, learning materials being developed and news from the Labour and Plant Groups

#### 6. Business Planning Objectives 2019/20

At the next meeting the Group agreed to dedicate time to a business planning exercise. This would include strategic review of progress to date, and discussion / agreement of future priorities and strategy for the next financial year 2019/2020.

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**7. AOB**

There was no other business.

**NB: Next meeting data and venue proposed as 14 February 2019. 2pm – 4pm.**

Venue is Robertson Offices at Ratho.

This was not available on 11 Feb so alternative date of 14 Feb is proposed.

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