

**Venue:** Robertson Group, Ratho Park One

### **Attending:**

COMPANY	NAME
Balfour Beatty	Jim Brannan
Morgan Sindall	Liam Connor
Morgan Sindall	Edward Carr
ISG	Jim Murray
Marshalls	Matt Connell
Robertson	Martin Dick
Robertson	Graeme Hannah
Elliot Construction	Catherine Mcfadzean
Supply Chain School	Andrew Wilson
Supply Chain School	Ian Heptonstall
Skanska Cementation	Katie Atherton
BRE	Dr David Kelly
ZWS	Nick Ribbons

### **Apologies:**

Eibhlin Flynn – Danny Sullivan  
Clare Tait - Kier  
Daniel Senior – Marshalls  
Ross Wood – IGC  
Ben Westland – CSIC  
Michael Shields – BAM  
Sean Dempsey – VGC

### **Notes and Actions**

#### **1. Notes from last meeting**

Notes were accepted from last meeting, with two outstanding actions:

Partners to be forwarded a matrix of stakeholder and industry support bodies which the School works with. This is being sent out with notes from the meeting.

Recognition of activity level within School to be considered by CCS as part of their assessment / audit process when visiting sites. The School is awaiting next contact from the CCS in terms of partnership working. Feedback from Partners was clear that we need to be careful regarding this. The ideal situation is the CCS assessor teams becoming knowledgeable about the School and referencing as a source of support. We should only add the question is it does not become a burden on the supply chain. School to continue to chase CCS, who have gone quiet.

#### **2. Operational Update - including**

a) School in Scotland - Performance vs. KPIs

b) Training Review / Quality Ratings

c) Supplier Engagement - Review

*Individual and Corporate Membership in Scotland*

*Partner Key Suppliers – Update*

A progress report was presented to the Leadership Group – and this will be sent to all members following the meeting.

The School now has 83 partners, against an ultimate target of 100. Excellent progress continues to be made against target.

265 companies with a Scottish postcode were active Members as at February 2019. This means they have attended event(s) or downloaded and used training resources within the last year. Andrew to confirm the total number of unique suppliers on the Partners' Priority supplier lists and also to check the number of Robertson suppliers that are active as the numbers provided were different from the online dashboard.

**ACTION: ANDREW**

There was a growing number of Key Suppliers of main contractor Partners (Kier, ISG, Balfour Beatty, Robertson, Morgan Sindall and BAM) who are now active within the School.

The Group requested that Partners be sent the Key Suppliers lists, identifying which companies were active and which were "non-active" – ie had accounts but not attending events or downloading resources on a regular basis. This would allow Partners to encourage these companies to become more active within the School

**ACTION: ANDREW**

A marketing plan will be developed that focuses on capturing more non-members from the Partners' Priority Supplier lists rather than targeting the current members.

**ACTION: ANDREW**

Attendance at School Events remained strong. Quality scores remained high at 92% attendees reporting "good" or "excellent" for event content and delivery. The 2019/2020 events plan would be spread across the year to prevent overloading of events in any particular period. Partners would also be sent an overview of content prior to each event taking place, to ensure consistency of message.

**ACTION: ANDREW**

It was noted that the house building sector was not well represented in the School's work in Scotland. Increased engagement work was required to encourage the major home builders to work with the School wither as Partners or active members. A route into the sector could be through "Homes for Scotland". However this was not seen as a priority for the current group, but if they do come on board a sub-group would be required.

**ACTION: ANDREW**

### 3. Business Planning 2019/20 - including

#### a) Focus Areas

#### b) Events and Marketing Plan

The business plan for 2019/20 was. The objectives were agreed as follows:

- i. **Engage and upskill the supply chain:** Continue to upskill the supply chain via issue specific briefings in key Scottish regions. Keep ourselves focused on Carbon, Waste, Social Value and Modern Slavery.
- ii. **Measure and capture the impact in the supply chain:** The School needs to demonstrate value by capturing business and sustainability benefits and focus marketing efforts on communicating these benefits to the value chain.
- iii. **Maximise partner value by building a collaborative approach to School priorities:** The School should help facilitate knowledge sharing amongst Partners, both in relation to supply chain engagement and client education / engagement. Meeting time will be dedicated to enabling more collaborative activity within the Leadership Group to tackle four priority themes such as Waste and Client Engagement.
- iv. **Provide top quality learning resources for our members in Scotland** – look to review current resources and collaborating and working in partnership with other trade bodies and funding sources. Importantly we are not looking to duplicate current activity, but signpost and stimulate demand where help already exists.

- v. **Build membership of Partners:** We need to reach out to contractors and clients who are active in Scotland and can benefit from a more sustainable construction supply chain. For example, home builders can be better represented in the School's work in Scotland.
- vi. **Develop relationships with Scottish support bodies:** Continue to work with BRE, CISC, ZWS and develop relationships with SEPA, Scottish Building Federation and other organisations such as Considerate Constructors

### NB: Structure of Future Meetings

The group decided that future meetings would be better organised as interactive discussions on particular topics of interest / priority. Future updates on School activity could therefore be sent prior to the meeting to all Partners. A quick review – either at the meeting or by teleconference – could be used by Partners to ask for clarification on any issue, or to give further information as necessary.

**ACTION: ANDREW**

A total number for current universe of Partner “Key Suppliers” would be confirmed – and an appropriate target set for 2019/20 and agreed by Martin on behalf of the group.

**ACTION: ANDREW/MARTIN**

Sustainability and Business Impact - The Group asked for the School to produce – as part of its annual survey – a specific Scottish version of the overall Sustainability and Business Impact results / infographics. This would be organised in same way as the UK picture, but using Scottish responses only.

**ACTION: ANDREW**

## 4. Web portal update

The portal and website redevelopment project was currently on-track to be completed by April 2019. A progress update was presented – key elements are contained in the slidedeck send to Partners following the meeting.

## 5. School News

Updates were provided in following areas:

5.1 Sustainable development goals

5.2 New learning materials

5.3 Labour Group Update

5.4 Plant & Equipment group

5.5 Offsite Group Update

5.6 Waste Category Group

5.7 Wellbeing - two special interests

Any amends or suggestions to the 8 “minimum commitments” suggested for the Labour Group update were requested.

**ACTION: All Partners**

Several new learning materials had been developed. Links to these were provided to all Partners. A new Waste Category Group had been formed. Zero Waste Scotland were invited to join this group and contribute to the School's work on waste.

## 6. AOB / Date of Next Meeting - 26 April 2019 1-3pm at Balfour Beatty, Maxim Park

There was no further business.