

Attendees: Mark Turner (Action Sustainability), Sara Gouveia (Action Sustainability), Robyn Conway (Action Sustainability), Laura Cochrane (BAM), David Farebrother (Bouygues-es), Lewis Chenery (Bouygues-es), Alison Bettany (EMCOR UK), Lauren Adam (ENGIE), Cyndi Mudaly (ENGIE), Tim Stockford (Go Ahead), Peter Brogan (IWFm) & Howard Coney (Kier)

1) Welcome and introductions

Introductions were made by the group. Mark Turner (MT) thanked Dave Farebrother and Bouygues for hosting the meeting and outlined the agenda for the meeting. MT welcomed Tim Stockford from Go Ahead group who was attending his first FM meeting.

2) Operational Review (Q2 Business Plan – key stats and current deliverables)

MT reported on the key FM statistics for the following:

- Active companies: 353
- Self-assessments: 104
- Reassessments: 18
- Bronze/silver/gold (B/S/G): 82

The group were reminded that the School requires **support from partners to drive self-assessment and reassessment figures**. In turn, this will significantly impact the B/S/G target.

- ✓ **Action:** Sara to send partners supporting information for partners to send out to their supply chains
- ✓ **Action:** Partners to send communications to supply chains to drive assessments and engagement with the FM sector.

N.B. Now the new School platform is active this is an ideal time to encourage supplies to assess and re-assess.

3) Seminars and Conference schedule

MT provided the group with an update on the workshop schedule for FM. The FM sector has delivered two breakfast briefings and will need to complete one more before the end of the financial year. This target has been amended from four breakfast briefings to three to allow additional budget for a high-quality venue for the planned conference .

- ✓ **Action:** Partners to let Mark and Sara know if they would like to contribute to and in particular host the final breakfast briefing.

4) Workshop schedule

As per the slide deck, the FM group has delivered eight workshops this financial year and have two in the pipeline, taking place with Engie and EDF. The group has budget to deliver two additional workshops before March 2020, so the group were reminded to advise if they'd like to run an internal/external workshop for their colleagues and supply chains.

- ✓ **Action:** Partners to let Mark and Sara know if they would like to run a workshop for their organisation.

5) Future e learning/toolbox talk/video development

MT asked partners to keep in mind that the FM group have budget to develop an additional online resource this year:

- Partners were asked to consider whether they'd like to help develop a toolbox talk, video or e-learning module.
 - The resource must be completed by March 2020
- ✓ **Action:** Partners to provide ideas on potential resource material to be tailored to FM professionals and suppliers.

6) Webinar development

The group were reminded that the FM group will need to deliver an additional three webinars to conclude the business plan. Partners were prompted to think about topics that they'd like to run either for their internal teams or supply chains. Dave Farebrother (DF) mentioned he would be interested in working with MT to deliver a webinar for Bouygues-es.

- ✓ **Action:** Sara to work with Dave Farebrother to arrange a suitable webinar date and topic matter.

7) Partner Dashboards

The School has now transitioned on to the new website, so partners have full control of partner priority lists. We strongly urge you to review your company priority lists on your corporate dashboards and update them. If you would like to find out how to make best use of the School, please contact Sara who will be able to **arrange a webinar for you and your team.**

- ✓ **Action:** Partners to advise Sara if they'd like to arrange a webinar for internal team.

8) Marketing Campaign

Sara Gouveia (SG) provided a brief update on FM marketing campaigns that took place in recent months. Campaigns focussed on 'sustainable procurement' last month and will focus on 'mitigating modern slavery' during October. SG reinforced the need for partners to help drive interaction with the School in order to increase assessment figures and B/S/G status.

9) Category Group Update

- **Plant group:** Commitment paper has been drafted and circulated to the plant group for comments. The group aims to create a 'plant assessment' methodology and procurement guidance on costing decisions when procuring plant
- **Labour:** MT mentioned that this group is particularly relevant to FM but it lacks FM representation. MT urged partners to attend this group if possible. MT mentioned that the group is launching the charter in January 2020. Partners should consider if they can sign up to the Charter.
- **Waste:** The group has been engaging with and mapping existing initiatives on waste and resource efficiency in the UK and providing this as a reference resource to group members. The Waste group are also leading a review of the current learning materials

on waste and resource efficiency in the School, and engaging with clients, designers, suppliers and manufacturers to find ways to influence and demonstrate in practice ways of eliminating and minimising waste.

✓ **Actions:**

- Group to consider if they would join the Labour and Waste groups and therefore add to the FM influence within these
- Sara to distribute People Matter Charter Draft to Group for consideration

10) Special Interest Groups (SIGs)

The carbon SIG aims to drive a reduction in carbon emissions from the built environment value chain through the products, works and services procured. The main outcomes, actions and next steps are to set up two subgroups:

- Subgroup 1 for *supplier-based corporate emissions*, i.e. gathering scope 1 and 2 data from suppliers for their whole business, and develop an approach to gather scope 3 for the most carbon intensive materials; and
- Subgroup 2 for *project-based supply emissions* for works and materials provided for specific projects

The Procurement SIG has a landing page within the new School platform.

The Wellbeing SIG has had two meetings and has so far mainly focused on worker wellbeing. There is a desire to move the work of this group to encompass more on productivity etc, an area of interest to FM. The support of FM group members would assist the latter objective.

✓ **Action:**

- Partners to advise Sara if they are prepared to engage with the Procurement or Wellbeing SIGs
- Sara to provide Wellbeing Group meeting notes and actions to FM Group.

11) Update on School Web Platform

The group were informed that the new school website would launch on the 8th October and we are now live.

- ✓ **Action:** SG to share a pre-recorded webinar to partners that will give guidance on how to best use the new School platform.

12) Group work – getting the most from the School

The Group undertook a collaborative feedback session, during which they discussed the opportunities, challenges and how the School could help them get maximum value from partnership, and progress along the Partner Maturity Matrix.

This exercise focused on internal use, collaboration with the School, supply chain engagement and advocacy. Please review the attached summary of individual Partners' comments on their maturity and their ideas for development.

Advocacy

Opportunities	Challenges	How the School can help
<ul style="list-style-type: none"> • Explore funding opportunities regarding modern slavery hotline • Drill down on labour aspect of the supply chain • Social enterprises • Promote to SME contractors through expanding sustainability requirements • Client alignment – comms and engagement with clients on work with the School 	<ul style="list-style-type: none"> • Pressure of work for comms department • Lack of buy in from the board 	<ul style="list-style-type: none"> • Keep an up to date summary benefits page to which we can link directly • Case studies of supply chain benefits • Demonstrating value of School • Alignment and social enterprise UK

Collaboration

Opportunities	Challenges	How the School can help
<ul style="list-style-type: none"> • Utilising information material for tender packs • MOU with IWFM • Client involvement 	<ul style="list-style-type: none"> • The time and resources required – some Partners are smaller than others • Avoiding duplication of content across different SIGs and Groups 	<ul style="list-style-type: none"> • Ask us direct – don't wait for us to volunteer • Intro to benefits of School to wider internal business

Internal Use

Opportunities	Challenges	How the School can help
<ul style="list-style-type: none"> • Work with IWFM (professional body) • Webinar between IWFM & the School • Develop staff expertise across the board • Aim to get to 'Lead' -> involve L+D team – Bouygues 	<ul style="list-style-type: none"> • Where there is an over-lap with IWFM • Not a priority – lack of understanding • Expanding knowledge + use through business units (not just a group initiative) • Everyone is very busy. So many initiatives clear link to benefits 	<ul style="list-style-type: none"> • Reduced internal bureaucracy-blocking • Challenges are internal

Supply Chain Engagement

Opportunities	Challenges	How the School can help
<ul style="list-style-type: none"> • Client targets • Getting more suppliers involved from outside area 	<ul style="list-style-type: none"> • The Supply Chain Sustainability School is not always recognised by all • Profile of the School could be higher 	<ul style="list-style-type: none"> • New website – introduction to the School via comms • Target Bouygues 'engaged' users

<ul style="list-style-type: none">• More engagement between supply chain and sustainability school• Raising awareness amongst the IWFM membership (17,000)• Other parts of company already working well with the school	<ul style="list-style-type: none">• Promote the School to clients – encourage them to use partners• Targeting SME's and collaborating with partners to enhance comms between the School and partners	<ul style="list-style-type: none">• Can the School give us feedback reports on supplier engagements?• Focus on client side• Parts of company already engaged- sell benefits to the rest of the company
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13) AOB/future meetings

MT mentioned that the next meeting in January will be rescheduled for a date in February and the calendar invite will be sent out soon.