

Attendees: Mark Turner (Action Sustainability), Sara Gouveia (Action Sustainability), Robyn Conway (Action Sustainability), Claire Bradbury (Action Sustainability), Emily McBride (Action Sustainability), Laura Cochrane (BAM), David Farebrother (Bouygues-es), Alison Bettany (EMCOR UK), Miles Brown (Grosvenor), Elliot Harrison (Recycling Lives), Cara Kennelly (Vinci Facilities)

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. The group introduced themselves and welcomed Elliot Harrison (EH) from Recycling Lives to the FM Leadership Group. EH provided the group with a brief introduction on the work of Recycling Lives, highlighting that the organisation operates to a business model that uses commercial operations in recycling and waste management to support and sustain programmes for offender rehabilitation, residential support and food redistribution etc.

2) Operational Review (Q1 Business Plan – key stats and current deliverables)

MT talked the group through the deliverables that have been met as per the statistics below. MT highlighted that the SCSS team are working to increase uptake on the self-assessment figures but **also asked partners to promote completion of the core sustainability self-assessment and reassessments to their supply chains.**

<i>Deliverables Actual/Target</i>	<i>FM</i>	<i>Entire School</i>
<i>Active companies</i>	<i>197/(500)</i>	<i>1,204/3,200</i>
<i>Supplier days</i>	<i>0/1</i>	<i>3/9</i>
<i>Sub-contractor events</i>	<i>1/4</i>	<i>5/20</i>
<i>Learners @ training</i>	<i>165/480</i>	<i>877/3,010</i>
<i>Training Workshops</i>	<i>3/12</i>	<i>20/64</i>
<i>Webinars</i>	<i>0/4</i>	<i>0/18</i>
<i>FIR Ambassadors</i>	<i>--</i>	<i>--</i>
<i>E-learning downloads</i>	<i>--</i>	<i>1,842/4,000</i>
<i>E-learning (new)</i>	<i>0/1</i>	<i>0/8</i>
<i>Assessments</i>	<i>50/(450)</i>	<i>234/1,500</i>
<i>Re-assessments</i>	<i>6/(250)</i>	<i>113/850</i>
<i>Bronze/Silver/ Gold</i>	<i>73/(150)</i>	<i>485/500</i>

3) Half day seminar schedule

MT reported on the success of the plastics event that took place on the 1st May 2019 with the support of EMCOR UK. This half day seminar had 125 people present and generated a lot of positive publicity on social media. MT highlighted that there is an opportunity to run a second seminar on plastics this year utilising some of the content and group work outcomes from the May event as a starting point. The group agreed that as a precursor to this it would also be worthwhile to run a lunchtime webinar (30 minutes – 1 hour), focussing on plastic/waste.

MT confirmed that the next half day seminar is taking place in Edinburgh on 22nd August (focussing on carbon and climate change). There is currently no FM partner involved.

Therefore, if any partners are interested in speaking, please do get in touch.

- ✓ **Action:** Partners generally to identify whether there is an opportunity for anyone interested to speak at the Edinburgh half day event on the 22nd August 2019
- ✓ **Action:** Laura Cochrane (BAM) to investigate the possibility of one of BAM's team speaking.

4) Workshop schedule

Mark gave a brief overview on all the workshops that have taken place (3 out of 12) which have been positively received. He mentioned that the upcoming "Cut Carbon, Cut Cost" workshop with Skanska, was tailored using some of the group's discretionary consultancy budget to form a stronger FM perspective in order to improve relevance to FM partners. The group were reminded to get in touch if they'd like to run a workshop of any kind in collaboration with the School, and also if they identify any specialist consultancy areas where we need to research more intensively to provide improved/updated content etc.

5) E-learning/Videos/Toolbox Talks

MT mentioned that the FM business plan has budget to produce an additional resource, e.g. a toolbox talk or video. The group discussed potentially developing something focusing on links between carbon management and operation efficiency (which is going to be receiving considerable attention as a sustainability theme within the School this year). The idea of developing simple toolbox talk style content on plastics for the FM industry was also mentioned.

6) Webinar development

MT reminded the group about the webinar target for this financial year (4 to be complete this year). Emily McBride (EM) mentioned that there are no barriers to running topic-based webinars prior to the School website relaunch. The group agreed that running the four webinars will be a good opportunity to get more people engaged in the FM sector. Robyn Conway (RC) advised that the webinars will also help build up the FM catalogue of resources as webinars are recorded and can be published. MT advised that webinars can be delivered to an internal team, as well as external webinars for wider supply chains.

- ✓ **Action:** Sara and Mark to organise a webinar focusing on plastic and waste, taking place in September.
- ✓ **Action:** If any partners would like to collaborate on the plastic webinar, speaking for 10-15 minutes, please let Sara and Mark know.
- ✓ **Action:** Partners to get in touch to request topic-based webinars.

7) Partner Dashboards – update

The group were advised that the partner dashboard functionality and layout will change in the upcoming School platform so further updates will be provided when the School launches.

8) Marketing Campaign

Sara Gouveia (SG) gave the group an update on the School wide and FM sector specific campaigns that the School has been producing, which have proved to be successful. SG highlighted that the campaign focus over the past few months were biodiversity, air quality, social value and sustainable construction. The open rate of emails are at a steady rate but the team is continuing their efforts to increase the actual click through rates on resources. EM mentioned that the marketing has been working well, especially as it increases the School's non-event-based activity.

9) Category Group Update

Plant Group

MT provided an update on the Plant group and its outputs. The group has agreed to produce an assessment framework, toolbox of materials and a charter which commit partners to supporting the pledge to improve air quality through plant and procurement decisions.

Labour Group

MT provided an update on the work that is taking place in the Labour group, which is backed by 26 partners from the School. The group focuses on issues relating to labour and employment in the built environment. The two main areas of focus are:

- What standards should organisations have in place to manage and develop their people (People Matter Charter)
- What are the current issues in relation to supply and what does the future skills landscape look like?

Over the last 12 months, the first area of focus has been addressed. MT outlined that the partners in this group have identified the measures that a responsible organisation would have in place if they treated their people responsibly. A charter has been developed and will be rolled out in 2019. If you'd like more context on the labour category group, please read the accompanying slide deck **or contact Sara who can put you in touch with Helen Carter who manages this group.**

Waste Group

Two meetings have taken place. Mark mentioned that he will be taking responsibility for managing the Waste group in future. Mark also reinforced that FM representatives are currently under-represented in this group. If any partners are interested in joining, please let Mark and Sara know.

Actions – Category Groups

- ✓ **Action:** Slides to be circulated so partners can share information to their wider teams
- ✓ **Action:** MT urged partners to get involved in these groups to increase FM participation and influence the outputs from an FM perspective
- ✓ **Partners in particular should consider signing up to any commitments made on Plant and Labour** – if any partner requires further information on what is required please contact Mark Turner.

10) Special Interest Groups

Procurement

Alison Bettany mentioned that there are no further updates since the last meeting.

Wellbeing

Claire Bradbury (CB) advised the group that the first Wellbeing meeting will take place on the **24th July in London**. CB reminded the group to participate or nominate a team member to join as this is a group within which FM should be well represented. Further details will be circulated (see attachment)

Carbon

It has been agreed to set up a School Carbon SIG. The eventual work programme of this is likely to evolve similarly to the category groups outlined above, with benchmarking, guidance/materials, and a School based commitment. There has been high interest in this group and MT has already circulated an email to partners introducing the group and James Cadman of Action Sustainability, who will be overseeing it.

Actions – Carbon

- ✓ **Action:** Please contact James Cadman via Sara if you or a colleague would like to attend the first meeting – 11am -2pm, Canary Wharf Group, Level 30 Reception, One Canada Square, Canary Wharf, E14 5AB

11) Update on School Web Platform

EM ran the group through a virtual tour of the new web platform, going over what the school website will look like and the company/individual dashboards. The group were pleased with the look and accessibility of the new website, along with its additional functionalities.

The following new videos were shown to the group.

Partners are encouraged to make use of these and circulate internally or with their suppliers and clients:

- [Social value in FM](#)
- [Sustainable FM](#)
- [Partnership value video](#)
- [Membership value video](#)

12) AOB

The next FM meeting will take place on the 2nd October 2019 at Bouygues, from 11:00 – 1:00pm. The FM conference will take place in London (venue TBC) on the 11th March 2019.