

Attendees: Mark Turner (Action Sustainability), Sara Gouveia (Action Sustainability), Laura Cochrane (BAM), Alison Bettany (EMCOR UK), Laura Mayhew-Manchon (Skanska), Candice Guerreiro (Engie), Anthony Heaton (BAM). Victoria Hughes (Vinci Facilities),

1) Welcome and introductions

This meeting took place via Teams. Introductions were made by the group and Mark Turner (MT) welcomed everyone. MT announced that the School has secured three new Partners recently.

2) Operational Review - 2019/20

MT provided an update on targets against FY 2019/20 and highlighted that due to COVID-19, the FM group had to cancel some activity that was due to take place during March 2020. For instance, the Breakfast Briefing with Engie on the 5th March, along with a few of the scheduled workshops. This has resulted in a marginal underperformance on some outputs for FY19/20. MT updated the group on the final two events that took place – one face to face, and one switched to a virtual format. The FM Conference took place on the 11th March, with 80 delegates attending. Alison Bettany (AB) updated the group on the successful Modern Slavery workshop that was altered to a webinar and took place at the end of March, which saw an attendance of 39 delegates.

MT advised the group of the recent development of the “Environmental Management – Sustainability short” animation produced and launched on the School website, which you can find [here](#).

3) School Covid-19 financial scenario planning

MT displayed a copy of a recent letter sent to all School Partners to update them on the School's current financial position and implications post COVID-19. You can read this in the accompanying deck and a separate copy is also provided for internal distribution.

CITB formally advised the School on 13th May that funding for School projects has been suspended with immediate effect. The School delivery partner Action Sustainability has put in place a robust amended delivery plan which has been approved by the School Board. This will amongst other things entail delivering all training sessions virtually until further notice – potentially a likely outcome in any case in the current circumstances.

- ✓ **Action 1:** Partners within FM to review the letter that has been circulated and to consider ways that they can help to support the School through this transition. These include:
 - **Renew your Partnership contribution and pay promptly.** We know times are hard, but we can demonstrate that the School offers great value to invest in skills for the future

- **Encourage your people and suppliers to learn.** The School offers high quality, free learning resources, we will continue to develop new resources as we Build Back Better
- **Consider sponsoring some of our projects.** We will be packaging some of our projects and will seek financial support to continue them. Please consider these offers positively
- **Communicate your support for the School.** Please use your social media and other communication platforms to give voice to your support for the School

4) Revised deliverables for FY 2020/21

MT highlighted that the priorities for the FM group remain the same:

1. *Drive and capture impact in the supply chain*
2. *Maximise Partner value and engagement*
3. *Develop and enhance the profile of the School within the FM community*
4. *FM Partner representatives to become School Ambassadors*
5. *Develop Partner membership:*

Victoria Hughes mentioned the work that had been done to monetise School impact, stating that this would be a great way to demonstrate the business case and the value partnership brings. MT informed the group that this can be shared with Partners soon.

- ✓ **Action 2:** Mark Turner to investigate rolling out the value proposition model for FM Partners

5) Virtual events programme

MT advised the group that in response to the current circumstances the School is running a comprehensive range and variety of online training sessions to fit around everyone's schedules. This is broken down as follows:

- **Virtual workshops: Up to 2 hours** – *“What it says on the tin”, the session will be like our normal workshops with interactive activities planned in*
- **Lunch/Brunch n Learns: 45/60 mins** - *These are designed to fit around your daily routine so you can focus your learning and build your knowledge around particular areas*
- **Business Bytes: Up to 2 hours** - *Industry briefings replacing breakfast and supplier briefings with a variety of speakers*

The shorter Lunch/Brunch 'n' learns will be recorded and made available for you to watch back online. However, the virtual workshops and business bytes will not be

available on the School website. Please keep an eye on our [events page](#) for an update on training available and please let the School know of any ideas or training needs you and your suppliers have.

6) Marketing campaign update, Partner Dashboards – update

Sara Gouveia (SG) provided an update on the School's current marketing activity and outlined that the FM email distribution list has shown good uptake regarding open and click through rates on e-mail marketing as per the statistics on the deck.

SG mentioned that Partners should try to join a “Partner Dashboard” training session to get a better understanding of how to navigate through the new dashboard layout, how to upload priority supplier lists and understand how to interpret all the data available to download. The next session is taking place on the 18th June and you can book online [here](#). The more of Partners' key suppliers we have on the School mailing list the more effective we can be in supporting Partners' supply chain development objectives.

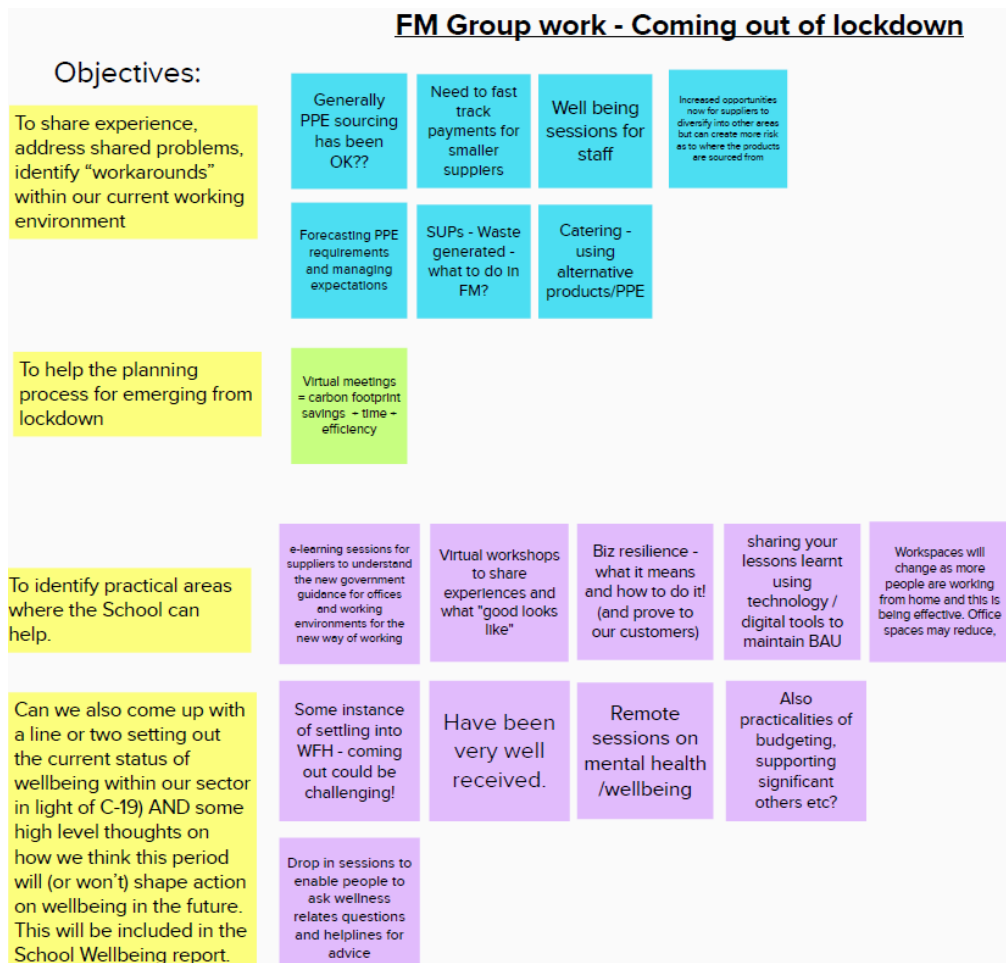
- ✓ **Action 3:** Partners to join the “Getting to grips with your partner dashboards” virtual training session, where possible.
- ✓ **Action 4:** Sara Gouveia to share the recording of the virtual session with partners that are not able to attend this training.

7) Group work; coming out of lockdown – sharing our knowledge

MT shared a [Mural](#) link with the group, to be used for a group work session aimed at:

- A. *Sharing experiences, address shared problems, identify “workarounds” within our current working environment*
- B. *Helping share knowledge that could influence the planning process for emerging from lockdown*
- C. *Identifying practical areas where the School can help.*

Some questions were also asked regarding the impact and implications of Covid for staff and supply chain wellbeing. The outputs of this group exercise, were as follows:



The School will integrate the thinking captured above within its planning for learning and resource development.

N.B. Partners whether present at the meeting or not are welcome to add further content to the mural if they wish capturing any specifics and/or their ideas for areas where they or the School can help.

8) School impact survey

MT shared the results from this year's School Impact Survey, which had a good level of responses. A full infographic from results are displayed in the slide deck.

9) Category Groups update

Plant:

The Group's been working on how our sector can collaborate to reduce both air quality emissions that lead to local health impacts and the global effects of carbon emissions from the plant and equipment used. The group has developed a Commitment Charter to encapsulate and communicate its approach to this: Our Aim is that the Supply Chain Sustainability School will lead the way for the UK's

Built Environment to drastically reduce onsite emissions to air that are harmful to human health and the planet such that they will reach net zero by 2040 and contribute to UN Sustainable Development Goals 3, 11 and 13.

- ✓ **Action 5:** Get in touch with james@actionsustainability.com if you would like to get involved.

Labour Group:

Upon launching the People Matter Charter in January 2020, the group hoped that we had produced something that could connect this industry and capture the current best practice in terms of People Strategies within the supply chain. Progress to date seems to support this. The Labour group has had a huge range of suppliers, subcontractors, labour providers, principal contractors commit to the charter. To date there have been 58 signatories against a target of 100 by the end of this financial year.

There is a Business Bytes virtual session taking place on the 28th May – providing an overview of the progress to date, hearing from some of the signatories about what they have done so far and diving deeper into some of the commitments. You can book to attend this event [here](#).

- ✓ **Action 6:** Get in touch with helen@actionsustainability.com for more information and to become a signatory to the charter.

Waste:

MT advised that the group is currently carrying out a Plastic Packaging Waste survey. The survey of Partners' practices to establish a baseline for plastics packaging waste and provide us with vital information to inform future activities. It has been created and reviewed by the School, UKGBC and ZWS and is live for 2 months. MT requested partners to contribute if possible. You can complete the survey here: <https://www.surveymonkey.co.uk/r/PlasticPackagingWasteSurvey>

- ✓ **Action 7:** Partners to **complete the waste survey if they have not done so already.**

10) Special Interest Groups update

Procurement:

Despite the freezing of funding from CITB the group will be delivering as much as possible of this important project. Detail will be supplied soon.

Wellbeing:

The group are finalising the report currently. We would also be grateful to receive FM focused case studies demonstrating successful wellbeing interventions as there are none currently included within the report. The decision on further wellbeing work through the School will be made c. September. Until then, if FM would like to be involved, the best thing is to contribute a case study.

- ✓ **Action 8:** *Group members to provide FM focused case studies that contribute to the wellbeing report – N.B. These do not need to be in a finished format, we just need the content.*

Carbon:

The group is running the pilot phase, where contractors and suppliers are inputting their consumption data into the online Tool, that calculates it into carbon emissions. They have provided several webinars for Partners, contractors and suppliers to understand what they need to do and the data they need to provide. These are available to anyone to listen to. It is still possible for contractors and suppliers to join in the pilot phase and get access to the (free) Tool to capture data and measure their carbon emissions. This benefits you as the supplier, identifying the scale of your emissions and where the hotspots lie. And it also helps your clients as it gives them a sense of the scale of their supply chain (scope 3) carbon emissions, particularly if they're reporting to Science Based Targets.

- ✓ **Action 9:** Get in touch with james@actionsustainability.com if you'd like to get involved.

11) AOB/future meetings

The group will run the following FM meetings. Email sara@supplychainschool.co.uk if you haven't received the calendar invites for these:

- 2nd September 2020
- 9th December 2020
- 17th February 2021