

Attendees: Chair: Shaun McCarthy (Action Sustainability), Dale Turner (Skanska), Martin Gettings (Canary Wharf Group), Julia Barrett (Willmott Dixon), Graham Edgell (Morgan Sindall), Dan Evans (Speedy Services), Aaron Reid (Balfour Beatty), Richard Bayliss (CITB), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability).

Apologies: Keith Chanter (EMCOR), Victoria Hughes (VINCI Facilities)

1. Progress against actions

Hilary reported on progress against actions from the last meeting.

Ian and Richard reported back on progress in mapping the CLC's various groups. The overall aim is for the profile of the School to be raised amongst the various groups. A best-case example is with CECA in the People & Skills group where the CLC has now officially endorsed the FIR programme and built in targets to their strategy for the work we are doing.

Actions:

- Ian & Richard to continue with identifying and reaching out to contacts in the CLC group.

2. Financial Update – current financial year

Ian provided an update on progress on the strategy this year for diversifying income. The area where there has been least success has been on developing the regional offer. Conversations have happened with various LEP's but so far nothing has progressed. Bradwell is now on hold, though Action Sustainability was shortlisted to the last two.

However, we have significant success in the other 4 focus areas which means the School's finances are strong and the delivery Partner will make a small margin.

Partner retention is at 91.4% which is much higher than the 80% budgeted for, but down on the ideal of 95%. New Partnerships have been outstanding with 25 new Partners this year (against a target of 12). Many of the new Partners are more 'followers' than 'leaders' and are keen on starting with internal staff education before reaching into their supply chains.

The School is close to signing contracts with the CITB for the Digital, Procurement and FIR projects. Both Digital and Procurement will be over two years with FIR over four years.

3. Operational Update

Learning & Engagement update

Hilary presented the most recent engagement figures (learner numbers, resource access, e-learning views) compared to last year and previous quarters. Whilst engagement numbers for individual learners are up significantly and the numbers of learners attending training are almost double year on year, we are currently 24% away from the annual engagement levels for businesses we achieved last year, but we have still 3 months of figures of activity to come to the end of March.

Agreed:

- ✓ The reach of organisations is a blip due to the pressures on the supply chain of not only the impact of COVID, but Brexit, reverse VAT and a myriad of other issues.
- ✓ The engagement the School has had, especially with individuals, has been very good in light of everything.

- ✓ It is important to keep the training relevant, not necessarily through the development of new courses, but more engaging with speakers that can help the supply chain to navigate through current issues.
- ✓ Following surveys that some Partners have conducted it is clear that Wellbeing is currently a key topic. (See action below.)

Board elections

Hilary reported back on progress with the Board elections so far.

Agreed:

- ✓ Dale reported that there may be one nomination which could pose a conflict of interest as he knows the candidate. However, it was agreed that as long as he felt comfortable this would not pose a problem.
- ✓ The level of applicants/ interested parties is high and there will be stiff competition for the role.

AGM

The AGM is taking place on Thursday 25th March virtually.

Agreed:

- ✓ The proposed lengths of 1pm – 4pm needs to be shortened as it is too long.
- ✓ The updates section should be a series of (2 min) videos and short paragraphs explaining what the groups are working on currently.

Actions:

- Hilary to reach out to the Board for the various agenda slots that require a Board member to present.
- Hilary to amend the agenda to shorten the time.
- Hilary to arrange with the various groups a video update and short written explanation on group current plans.
- Wellbeing should be moved up in priority and we should ensure the School has content on this.

4. Business Planning 2021/22

Agree business plan for next year

Ian summarised the 2021/22 business plan following the various sector leadership group meetings. The recommendation is to aim for the £1.9M growth scenario.

Agreed:

- ✓ The key risks can be mitigated effectively. For example; i) if CITB ceases then the activities are ringfenced and would be stopped (i.e. the money not spent). ii) If there is a downturn in the sector then various activities would be postponed e.g. e-learning review reduced etc.
- ✓ Wellbeing is clearly a topic that needs to be prominent in activities next FY.

- ✓ The business plan will be reviewed regularly against a MoScOW analysis to help review risk and reprioritise accordingly.
- ✓ Long term topics are Carbon, Waste and Wellbeing.
- ✓ The Board agrees with the recommendation to focus growth scenario.
- ✓ The Board agrees with the proposed budget for 2021/22.

Interiors Group

Graham reported back on progress on the Interiors Group. He had initially approached eight of the top 10 interiors businesses and also principle suppliers (walls, floor, ceilings). The CEO of FIS was also involved. However, currently there are too many other pressing issues and it was agreed that the group would be approached again in February.

Supply Chain Mapping

Graham reported back on progress on the Supply Chain Mapping initiative. There have been two meetings so far. The first had attendance of around 25 attendees from Highways England, main contractors and other supply chain. The involvement from a client was seen as important.

Actions:

- Graham will circulate the Terms of Reference for the group prior to the meeting in February for approval.

5. 2025 Strategy Update

Net Zero Carbon

Discussion took place around a communication from the Government around support for the industry to achieve net zero carbon. Ideally the response would include encouraging Government to give a road map of intended legislation so that a plan could then be formulated; learning that would be required identified and incentivisation considered.

It was also discussed that the School should consider signing up to a public pledge. Martin Gettings recommends www.pledgetonetzzero.org.

Since the switch to virtual training the School has reduced its carbon emissions by 80%. The key source of emissions was delegates travelling to training. This does therefore pose the question for the future of face-to-face activity? However – this cannot be explored properly until the impact of the training this year has been considered. This will be revealed once the impact survey is complete.

Agreed:

- ✓ The Climate Action Group could use this as an opportunity to refocus and review the “ask” and look at promoting the use of science-based targets.
- ✓ Incentivisation for the supply chain was key.
- ✓ It is recognised that there is a real lack of knowledge in the supply chain on net zero.
- ✓ There is an opportunity for the School to give a joined up, clear and simple message, for the supply chain, around an already busy space.

- ✓ The communications around science-based targets to the supply chain must be carefully considered and branded as an opportunity. It should be more about the supply chain responding to the science-based targets.

Actions:

- Graham will double check timescales on a response and feedback.
- The School will sign up to a public pledge such as the one recommended.

Strategic Priorities

Ian gave an overview of the four strategic priorities and progress against each, despite no actual budget being allocated this FY (on hold due to the pandemic).

Agreed:

- ✓ The School has introduced new content through programmes of work such as Digital and Procurement, as well as establishing new relationships with related organisations (CIPS, Digital Network). The New Horizon group needs rebranding \ rethinking as new knowledge is being delivered.
- ✓ Partner Relationship Management has proven its worth and we may need to look at investing more here as Partner numbers grow. It is not just about retention of Partners, its also about using Partners to drive training in their organisations and supply chains.
- ✓ The FIR programme has been developing their Ambassador programme and looking at web-enabling the roadmap to allow the continuous learning, and action against the FIR commitment to be tracked. Once this is established the idea is to role this out to other areas
- ✓ There is a bigger agenda around net zero, this should be one of our key strategic issues. The role of a Carbon Ambassador would be invaluable. Carbon Ambassadors could be asked to report carbon emissions onto the Carbon Tool.
- ✓ The School does well at communicating about Bronze, Silver and Gold status but not so much about Ambassador status.

Action:

- The strategic priorities should be considered in six months-time with a specific strategy session that looks at what issues we focus on and how we drive change. This will be organised as part of the Board meeting schedule.

8. AOB

Julia has been in lobbying hard to Ecoworld London about the School and they should be in contact with Paul Parkinson.

Date of AGM:

Thursday 25th March, 1pm to 3pm : Virtual via Zoom

Date of next meeting:

Tuesday 11th May, 10am – 1pm: Virtual via Zoom