

Date: Thursday 18th March 2021, online

Attendees: Martin Gettings (Canary Wharf Group) James Cadman (Action Sustainability), , Stefania Chica-Jacome (Action Sustainability), Anokhi Kalayil (Action Sustainability), Katherine Rusack (Balfour Beatty), Raj Neelakantan (Cadent Gas), Leila du Toit (Canary Wharf Group), Colin Holm (Highways England), Rebecca Segal (NG Bailey), Gregory Scott (Morgan Sindall), David Manson (Skanska), Lucy Neville (Transport for London), Graeme Hannah (Robertson), Amy Twist (Countryside Properties), Edgell Graham (Morgan Sindall), Ian Heasman (Taylor Wimpey), Emma Hines (Tarmac), Sarah Jolliffe (BAM Nuttall), Maria Gkonou (Redrow), Kirsty Dunne (Osborne), James Geraghty (Kier), Jonathan Ayton (Willmott Dixon), Jeremy Silvester (McCarthy and Stone), Peter Ball (Fortel), Oana Caltia (Kilnbridge), Micheal Burton A.P. Webb Plant Hire), Nick Ribbons (Zero Waste Scotland), Diana Crowe, Chris Joyner, Niki Kesharaju

Summary of Actions and Notes from the Climate Action Group Meeting

No	Action/Notes	Owner
1	Welcome and Intros	Martin Gettings & James Cadman
2	 Update on Progress: engagement and tool use, resources and support available, Learning Pathways We gave an overview of where we are now in terms of engagement and key actions from Partners. There are 189 participating companies between partners and suppliers: 32% are Partner organizations and the remaining 68% are suppliers. Partner organisations: 53% are actively engaging with the group. This is a 20% increase versus the last group meeting in Sep 2020. Supplier organisations: 54% are actively engaging. This is also a relevant increase of engagement versus previous months (+29%) and in the number of companies taking part in this initiative. Actions taken over recent months by the School to support partners and suppliers and drive carbon reporting: Monthly webinars aimed at suppliers to provide an introduction to the Climate Action Group and a live demo of the Carbon Tool Training workshops: 'Introduction to Carbon', 'Achieving Net Zero series: Strategy, Engagement, Delivery, Performance', 'How to design for carbon reduction', 'Carbon Reporting'. Carbon events: 'How the Housing sector is rising to the challenge of zero carbon' on 17th Nov 2020; 'Achieving Net Zero: How do we collaborate to get there' on 18th Nov 2020; 'FM Conference: Transformation Challenges in the built environment' on 18th Feb 2021. Learning Pathways have been developed for carbon. Our elearning development team are currently finalising the builds of four updated modules for carbon – updated scripts have 	Stefania Chica- Jacome & James Cadman



3	been written and reviewed – and we will publish the LP as soon as possible One-to one-sessions with Partners to discuss progress within the group. 81% of attendees consider these sessions to be helpful and would like to continue. We are arranging slots for Partner to book a day/time convenient to them to discuss progress Next Actions: Provide list of key suppliers to get involved with the Carbon Tool. Send it to Stef@actionsustainability.com Forward invites to monthly webinars to your suppliers. School to provide training and support Follow up with suppliers: communicate expectations and level of engagement. Sharing Experiences: Cadent Gas and Balfour Beatty shared their experience as Partners of the CAG, what the opportunities and barriers have been, and lessons learnt Main takeaways Overall positive experience, the Carbon tool is intuitive and easy to use, training and support are available. One-to-ne contact with suppliers yields better results. It's key to target the right person within the organisation. Top-down approach: engage with your whole organisation. Main barriers: data is not visible for Partners if suppliers do not complete the apportionment step in the carbon tool.	Partners Katherine Rusack (Balfour Beatty) and Raj Neelakantan (Cadent Gas)
4	 We got a quick overview of Highways England's Regional Delivery Partnership (RDP), a 5-year initiative to create alignment between Highways and its supply chain, using a similar approach to the one used in the Climate Action Group: blend of training, online learning and access to the Sustainability Tool. This is another example of wider collaboration within the industry. 	Stefania Chica- Jacome
5	 GROUP DISCUSSION: How do we get more suppliers reporting? What else can the school do to support engagement? Using a virtual white board and break out rooms, Partners discussed several ideas to get more suppliers reporting and receive additional support from the School Specific actions to be taken: About WHO to contact: Identify key/priority suppliers that are likely to have the highest carbon intensity and impact. 	Partners



	 Identify the relevant contact(s) in each organisation for data collection and reporting. 	Partners
	 About HOW to generate engagement: 	
	 Provide clear messaging from the Partner organisation – top 	School
	management – that you want the supplier/contractor to	
	engage and participate	
	 Take_more of a one-to-one basis approach with suppliers. 	Partners
	 Key to include carbon reporting in commercial documents 	r di tileis
	(mandatory + collaborative approach).	
	 Set incentives and awards. 	
	 Follow requests personally and provide focus support 	
	(Engaging rather than penalizing).	
	o About the TOOL:	
	 Standardisation of reporting and platforms is key. Use a 	School
	sector-by-sector approach to deal with reporting differences.	
	 Show feedback on data provided, give insights and analysis. 	
	 Make it easier for suppliers to understand carbon metrics and 	
	where to find the necessary activity data	
	o About SUPPLIER TRAINING:	
	 Focus on the main benefits of carbon reporting, especially for 	
	SMEs.	
	 Regular engagement sessions with key suppliers to share best 	
	practice and progress.	
	Further training on how to input carbon data, identify	
	problematic areas and provide guidance on how to access	
	this information. Provide a support group to answer key	
	questions from suppliers.	
6	COP26: looking at the 26th UN Climate Change Conference in Glasgow and	James Cadman
	the School's potential participation	Janies Caaman
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	The School has submitted two applications: one to host a plenary / panel	
	Q&A session in the main hall of the Green Zone; and another to have	
	exhibition space. We will hear the outcome some time in May. We are	
	interested in engaging with Partners who are likewise planning to be present	
	at COP26	