

Attendees: Chair: Shaun McCarthy (Action Sustainability), Dale Turner (Skanska), Graham Edgell (Morgan Sindall), Marcus Bennett (CITB), Keith Chanter (EMCOR), Julia Barrett (Willmott Dixon), Dan Evans (Speedy Services), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability)

Apologies: Carol Williams (Laing O'Rourke), Victoria Hughes (VINCI Facilities), Martin Gettings (Canary Wharf Group),

1. Review of actions

Hilary ran through the review of the actions. The majority of items had been actioned or were addressed as part of the agenda.

In relation to the Technology Strategy, there is a kick off meeting planned on 6th December. Ian is preparing papers for this meeting. An initial discussion with Laing O'Rourke has taken place, the same will happen with Skanska's and Speedy's representatives prior to the 6th. (After the meeting Graham has linked us into Ryan Jenkin @ Morgan Sindall to also act as 'critical friend').

Hilary presented the Operations Groups feedback regarding the School strategy to reach 50K active individuals and the feedback from the Board to explore creating 'Partner levels' to incentivise Partners to encourage their supply chains and internal teams.

Discussion points

- An awards ceremony is a positive activity and, similar to the one which took place in June, will go ahead if the School runs another summit.
- If paying Partners are not engaging the School team work with them to try and help in any case. Experience shows that eventually they will stop paying if they do not engage with the School, our Partner Relationship Managers have a process to manage this.
- The FIR Ambassador scheme launched this year. There needs to be some time taken to understand the resource to make the scheme successful before it is replicated into other subject matter areas. It requires engagement and resource to ensure it does not become a 'tick box' exercise. School ambassadors and Carbon ambassadors are potential next schemes should it be considered.
- Gamification could potentially be troublesome and does not necessarily equate to impact/engagement. Some people are good at playing the game.
- League tables will create 'angst' but that in turn can be a lever to create change. League tables should be created with care and can be tailored to specific parts of the School. Instead of showing 'the best' they could show 'most improved'; badged as an active learner for example.
- We need to be mindful of barriers and don't want to make it hard to engage.
- League tables could focus on issues such as carbon reporting, diversity reporting, supply chain engagement, active users etc

Actions

- School team to consider how best league tables could be used and then run them internally for a period of around 3 months (perhaps focusing on one key area) to see how it would work and report back.

2. School Constitution review

The Board approved the final changes made to the constitution and this will be presented at the AGM in May for the Partners' approval, coming into effect on 1st June.

3. Board nominations

Graham and Dan will be meeting with the 11 nominations to discuss their applications. Dates have just been set (2nd December and 8th December).

4. CITB funded programmes - update

Ian talked through the three funded programmes;

FIR

The programme was overall overachieving and is due to complete at the end of December. Conversations have been taking place with regards to the continuation of funding for the programme for around nine months. There is a meeting set at beginning of December with CITB to discuss next steps.

The programme is also funded by £100K of client income and £50K from the School partner income.

Ian summarised what the programme wants to focus on going forward:

1. Broaden the reach of the programme to: Construction & Fit out (commercial & public), Housing (private & social, Facilities Management (repair & Maintenance)
2. Reach more people on site

Discussion points

- CITB are looking at an interim proposal to fill the gap, but it is unlikely to be in the region of £200K that the School is forecasting.

Actions:

- Keith will introduce IWFM to Ian.
- Ian will report back at the next Board meeting and following the FIR meeting in December.

Digital

The Digital programme has been hugely successful, including winning an award for the training. The only target which was a challenge was the number Company assessments completed. However, individual assessments were in the 1000' vs the 200 target.

Looking forward there will continue to be digital training offered across the year via the School's training activity programme.

Procurement

A similar story to digital, the Procurement programme has been successful. The 11 SCIPS, which were originally a challenge, are almost completed. Getting the organisations to report on the outcomes of being part of the SCIP programme is the current challenge.

The collaboration with NTU and CECA was difficult at first, however the learning has now been shared between all groups and the eLearning produced is included in the School.

The relationship with CIPS has been developed and strengthened and they also now deliver some of the training for the School.

The group will continue, and the training offered as part of the School training activity.

5. Business Planning

Ian ran through the historical and projected growth in income for the School; where the School was against the three year strategy and the proposed costs for 23/24.

Key points were:

- Partner income is growing significantly and consistently.
- CITB income is reducing as planned.
- The School is ahead on planned strategy for income and recruitment and on target to achieve 22K active individuals this year.

Comments:

- The challenge could be more towards the end of the next financial year, so we need to remain prudent.
- There should be some KPI's set around costs.
- The delivery team need to continue to decouple the headcount over costs.
- The delivery team must be looked after and this is considered more important than expanding.
- Sustainability is a high on the agenda and a priority right now. The opportunity is now to drive the number of Partners.

Agreed:

- The School will recognise all income under the current FY and not delay £70K of the current year income for next year's budget. The Board agree with the margin that the Delivery Partner will therefore make in this FY.
- There will be a Partner price increase of 5% for 23/24 from 1st April 2023.
- In the business plan the 10% cancellation rate will reduce to 5% in line with past experience. But we will build in an additional 5% as a contingency should it be needed as the year progresses.
- Action Sustainability as the delivery Partner is incentivised to ensure Partners repeat and it is this that will drive their margin along with control of costs.
- The scenario 1 costs budget is approved, (with the above in mind), that is for the budget be for break-even next year.

Actions:

- ✓ Hilary to update the cost budget based on the above and feed this into the next stage for the groups business planning process.

6. WRT Building Safety Act

Agreed

- The School will not sign the pledge as this is aimed at other groups e.g., developers etc.
- The School should not deliver training in this area. However, there could be focused training e.g. how to address the act within offsite etc.

8. AOB

Marcus informed the group that CITB are bringing out an industry impact fund in the new year (in the region of £3M) where levy payers can bring ideas to tackle issues (at first around productivity and skills) and bid for grant funding. The School should keep an eye on this.

It was agreed that the next meeting would take place face to face. Graham kindly offered Kent House.

Next Board meeting:

Wednesday 25th January, 10am – 1pm; Morgan Sindall offices, Kent House, 14-17 Market Place, London, W1W 8AJ