

Date: Tuesday 26th November 2024 10am-12pm (GMT)

Attendees: Thomas Barron (National Gas), Jessica Pawley and Katherine McIlvaney (Equans), Melanie Richardson (Vinci Facilities), Jackie Cuthbert and Paul Sullivan (Sunbelt Rentals), Robert Farrimond (Briggs and Forrester Building Services Maintenance), Rachael Burn (Mitie), Kirsty Naismith (Savills), Jane Whittingham (EMCOR), Mark Turner and Katherine Say (Action Sustainability/School).

Please note these meeting notes are to be read in conjunction with the final slide deck as circulated to all.

Meeting Notes:

1. Welcome & Introductions

Mark Turner welcomed attendees to the meeting, introducing himself as Group Lead and Katherine Say as the Group's support.

Kirsty Naismith was introduced as a new representative on the FM group for the Schools partner Savills. Paul Sullivan also attended as a new second representative in the FM group for Sunbelt Rentals.

Mark highlighted the upcoming FM Group Events, these included:

- [Unlocking Energy Efficiency with Equans – Transforming Facilities Management for a Sustainable Future webinar](#) on 22nd January 2PM – 3PM
- [Digital Innovations in Asset Maintenance Virtual Conference](#) on 5th February 10AM – 12PM. Laing O'Rourke and Canary Wharf Group are already confirmed speakers for this event. We require a further FM/Property partner to speak, and also potentially a supplier active in this area of work.

ACTIONS

- Please register to attend the Unlocking Energy Efficiency with Equans webinar and share amongst your wider networks
- If you would be interested in speaking at the Virtual Conference to present an FM perspective OR have someone in your network who you think would be interested, please contact Mark Turner ASAP to discuss.
mark@actionsustainability.com

2. Business Planning 2025/2026

The purpose of this meeting was to create a business plan for 2025/2026 which reflects the learning priorities of the FM sector.

Mark outlined the results of the 2024 Impact Survey from Partners and members, which are used to inform business planning. Please refer to the slides for further information regarding data collected. Key themes:

- Sustainability was ranked as the highest priority for Partners. The top 5 sustainability challenges were: Carbon, Waste, People/Skills, Reporting, Procurement/Costs
- For the FM sector, the top 3 risks were Carbon, Costs and joint 3rd were Waste / Circular Economy and Materials

The group then went on to discuss 4 questions. **Please see key outputs for each question discussed on the [Mural Board here](#).**

Main Discussion Points:

- Cost is a large obstacle, as there are difficulties between balancing budgets with sustainability goals (including whole life costs) within own businesses and within the supply chain
- Data and Reporting are a major focus and the group would like more online events tailored to this
- Retrofit is becoming increasingly important and was noted by group members as needing to be higher up on the priority areas
- The key sustainability challenges noted by the FM Group were focused on People, Procurement, Data, Retrofit and Technology.

Initial proposed outputs for 2025/2026 include:

- Collaborative delivery of a minimum of 4 webinars, topics include:
 - o People: Engaging, developing and Involving People focussing on skills gaps, social value and Fairness, Inclusion and Respect
 - o Data: Webinar addressing making productive uses of data and integrating data into decision making
 - o Reuse/Sustainable Retrofit: In collaboration with FIS (Finishes and Interiors Sector)
 - o Sustainable/circular procurement in practice including practical examples/case studies of whole life costing.

Priority challenges were identified as follows:

Challenge		Solution School - Knowledge & Collaboration		
1.	People	Engagement and skills gap	Rising through the ranks- highlight career progression, investing in people in the business	FM Career pathway opportunities for disadvantaged groups such as disability /conviction
2.	Data	Connections/ accessibility of data - supplier/ client	Scope 3 data and carbon reporting	A session on how to audit, good reporting
3.	Retrofit	Sustainability of Fit Out	Getting clients on side to make sustainability choices	Climate Change Adaptation
4.	Procurement	Educating Procurement Team on Sustainability	Time/Cost vs Sustainable Choices	Management Systems

ACTIONS:

- Get in touch with [Mark](#) if you have any questions, comments or would like to add anything further to the 2025/2026 business plan (by end of December).

School to:

- Share Impact Survey results once data have been collected (March 2025)
- Share group suggestions with other relevant School Groups e.g. FIS
- Look at what the School can do in the coming FY to meet the suggestions made by the group and develop a business plan based on this (ongoing).
- Mark to circulate draft Business Plan to FM Leadership Group members for feedback

3. AOB

Mark announced a forthcoming change to the Group's title, as it has been approved that it will be changed to the FM and Property Leadership Group. This should open up potential group membership to a wider audience including all partners that own, or have responsibility for, substantial built assets and estates.

4. DONM – Thursday 13th February, 10am - 12pm.