

**Attendees:** Chair: Shaun McCarthy (Action Sustainability), Nitesh Magdani (BAM), Shamir Ghumra (BRE), Keith Chanter (EMCOR), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Kieran Brocklebank (United Utilities), Dale Turner (Skanska), Graham Edgell (Morgan Sindall), Richard Bayliss (CITB), Anna Baker (Sir Robert McAlpine, via phone)

**Apologies:** Caroline Johnstone (Galliford Try)

### 1. Progress against actions

Hilary Hurrey reported against the progress on actions. The majority were complete and were going to be discussed as part of the agenda.

Keith Chanter reported that he had met with Paul Parkinson about the FM sector.

### 2. Board Skills Audit & Elections

Shamir Ghumra ran through the process following the Board skills audit and talked through the recommended profile for the ideal candidate.

#### Agreed:

- ✓ It was agreed that the profile put forward was an adequate representation of what was required. However it was noted that it was important that the candidates must have a proactive, can do personality and has the leverage to make things happen. The wording on the Candidate profile should be changed to reflect that if a candidate possesses the right personality but without the relevant procurement skills they can still be considered.
- ✓ As part of the submission process, the candidates will complete a profile and also the Skills maturity matrix.
- ✓ Ian Heptonstall is happy to meet any potential or suggested candidates to guide them as to what the requirements are, and the expectations of being a Board member.

#### Actions:

- AS to change the wording to reflect that leverage and attitude are essential skills
- AS to proceed with the elections (ensuring the any wording is not misleading – only Partners can be part of the elections)

### 3. Impact the School is making

Ian Heptonstall presented the results from the Impacts surveys conducted for the School and also for the FIR project.

#### Agreed:

- ✓ This piece of work and the successes should and will be communicated as an exemplar piece of work to demonstrate the School as a lever for change. It is also important to provide the details of where the School has not had as much success to provide credibility.

- ✓ The issues where the School has had most impact were correlated to emerging issues where the School has developed dedicated resources (e.g. Modern Slavery, FIR), responses to legislation and also demand (emerging topics).
- ✓ Canvassing the Partners regularly as to PQQ requirements should be considered to help to inform us to which issues were of most importance to clients and which issues were being embedded into Partners PQQs.
- ✓ The survey will be annual.
- ✓ Thought will be given to the question set to ensure that a timescale is more defined i.e. focusing on improvements in the last year.
- ✓ The survey will also drill down further into the various sectors i.e. Homes, Offsite, FM etc.
- ✓ It was noted that the survey provides an insight into what issue we should focus on.
- ✓ Further information should be continued to be gathered via testimonials and case studies to provide greater depth to the results.
- ✓ An independent evaluator should be considered in the future to conduct the survey to provide further credibility to the results and build upon the results. The CITB Funding Team should be consulted.

### **Actions:**

- HH to add the SCSS Logo to the infographic slides and distribute as pdf's to the Board.
- HH to distribute the links to the press release to the Board.

## **4. Transforming Construction**

Ian Heptonstall presented this item to explain the funding available to the construction industry from the Department for Business, Energy and Industrial Strategy. Richard Bayliss provided an update that funding of £34M was announced as put towards the national training scheme. Of this CITB were part of leading a programme to deliver (not directly) a scheme with £29M attached. Further detail would be released later in May.

The School is a route to market for the outputs of the Industry Strategy Challenge. The ideal scenario is that who ever is delivering the work consider the School as a delivery partner.

### **Agreed:**

- ✓ It was agreed that this is something the School should pursue.

### **Actions:**

- RB to update the Board as further details on how CITB are involved are released.
- DT and SG to ensure that the School is put into the forefront at the Core Innovation Hub.
- IH to engage with Neil Rawlinson at MTC and send letter of support for their bid.
- IH & SM to pick up with the Construction Leadership Council via Mace.

## 5. School & CITB: engagement plan

Richard Bayliss talked through the CITB and School engagement plan. The CITB business plan was also circulated amongst the group.

### Agreed:

- ✓ It was agreed that the School is an exemplar model for success for CITB and therefore the School needs to have more visibility within the CITB.
- ✓ To further influence the CITB and ensure that the School is considered for more opportunities, any School Partners which sit on the CITB Board are to be contacted to ensure they understand the value and impact the School has as a CITB project.
- ✓ Ideally a member of the School Board would sit on the CITB National Council, but since applications have recently closed for these we should:
  - Wait for future opportunities
  - Identify any Partners who sit on these Boards (England, Scotland and Wales) and meet with them to ensure they are fully aware of the benefits and activities of the School.

### Actions:

- RB will circulate the Terms of Reference of the CITB Board to the group along with the current group of Council members. Any future funding opportunities will also be communicated.

## 6. CPO Forum

Shaun McCarthy gave an overview of the proposal for a Special Interest Group which focuses on developing relationships with procurement professionals to make the School more relevant to them. This relationship would be developed with the support and involvement of CIPS.

### Agreed:

- ✓ It was agreed that the training modules that CIPS provide are to not free at the point of use and so a potential conflict needs to be considered.
- ✓ The SIG would not be the creation of new resources, but more a review of current content coupled with better navigation to this for those in procurement. There would likely be a video or similar which conveyed short, simple message on the benefits of the School to the profession.
- ✓ The Board agreed to pursue this SIG.

### Actions:

- Shaun McCarthy will progress the SIG.
- Alison Bettany of EMCOR has expressed an interest in joining the group and will be invited.

## 7. Operational Report

Shamir Ghumra reported back on the review of the Risk Register undertaken by the sub group recently. The register is currently being developed to make it less subjective.

There were six key items that the group felt needed a response from Action Sustainability to mitigate further.

**Actions:**

- Action Sustainability to respond in the next month on the six key areas to the sub group.
- SG will present the review at the next Board meeting.

**8. AOB & Date of the next meeting**

Graham Edgell reported that the Infrastructure group would like to hold a flagship event in October to showcase the School. This event would not be just infrastructure focused but include the entire School offering.

The event would be part funded by the Partners at £1,000, aiming for 50 stakeholders.

**Agreed:**

- ✓ It was agreed that the event should go ahead however it was to be noted that this was the first time the School had considered asking for an additional fee. It was agreed that the fee was not being asked of by the members of the School as this would be a free to attend event. The fee would be solely applied to the Partner taking a stand at the event.

**Actions:**

- Graham Edgell to progress the proposal along with Brian Downes, Aggregate Industries and circulate to the Board.

**The date of the next meeting is Wednesday 25<sup>th</sup> July 2018, 10am – 1pm at Morgan Sindall Offices, Kent House.**