

Venue: Carillion Offices, Kings Cross

Attendees: Rob Francis (Skanska), Ken Davie (Carillion), Ian Gilbert (Siemens), Ian Heptonstall (Action Sustainability), Tim Hall (Total Flow), Charles Hill (Exelin), Alan Clucas (Laing O'Rourke), Nigel Fraser (Build Offsite), James Cadman (Action Sustainability), Paul Parkinson (Action Sustainability), Ursula Cooper (Action Sustainability), Hilary Hurrey (Action Sustainability)

Apologies: Alex Lubbock (Carillion), Kieran Brocklebank (United Utilities), Pauline Traetto (BRE), Steve Fozard (Costain), Richard Ogden (Build Offsite), Seamus Hanna (CITB), Paul Leung (Laing O'Rourke)

1. UK Innovate

James Cadman presented the Innovate UK "Offsite Innovators Network" project to the group.

Agreed points:

- Beneficiaries who receive the advice through participating in the programme must be a member of the Offsite Management School and have undertaken the self-assessment diagnostic at the start of the programme to provide a baseline.
- At the end of the programme members will be asked to re-assess, the results of which will form the core part of the evidence to measure improvement.
- The OSM School should include links to other offerings of help such as Buildoffsite's Independent Client Advisors Service; MAS Directory of Consultants, etc. Beneficiary companies will be signposted to these further sources of help as part of their developing action plan.
- It was agreed that James Cadman would look to the OSM School knowledge providers for input as to what the programme would look like. For example, which resources are being accessed the most to give a sense of which topics are most important or of interest.
- Expert Advisors providing the mentoring to the Beneficiary companies will participate in coaching sessions to ensure they have the necessary skills and outlook on how best to transfer their knowledge and skills.
- The benefit for the receiving Beneficiary company in participating will be the knowledge and skills gained, ultimately to help them become more efficient, win more work and make savings. The benefit of participation for the Expert Advisors providing the mentoring is in developing their supply / value chain at a business level, as well as personal benefit in terms of networking and CPD
- Issues such as DFMA, architecture and collaboration will be focus areas for one of the ten projects.

Actions

- ✓ Nigel Fraser and James Cadman to discuss the Buildoffsite Masterclasses and how they could possibly be incorporated into the Innovate programme.
- ✓ James Cadman and Rob Francis to send round a first draft of what the Expert Advisor role is, including type of person and areas to be addressed.
- ✓ Tim Hall and Charles Hill to liaise and discuss what they think the workshops attached to the programme would look like and feedback to James Cadman.

- ✓ All Partners to feedback to James Cadman ideas of live projects by 16th October including where an Expert Advisor would be of benefit, who the ultimate client is, and the reasoning as to why this is a key issue or skill.

2. Operational Update

Hilary Hurrey presented the most recent statistics on the Offsite Management School. A detailed marketing campaign has been produced to focus on engaging the members. This plan is a mixture of email marketing focusing members on a weekly topic; marketing of events such as the workshops; social media etc.

Agreed points:

- It was agreed that there needs to be a focus on Member engagement.
- Workshops are a popular way to gain engagement and though there will be workshops generated through the Innovate work the Partners need to feed back to Ursula on projects that a workshop can be focused on.
- Engaging with designers was key for the School and the DFMA Part 2 workshop will take place later in November.
- BIM as a topic needs further investigation as does the organization B4M2 which has an online model which tells organizations where they currently are in relation to BIM and what they need to do to reach a satisfactory level.

Actions:

- ✓ HH and UC to focus on Member engagement and report back at the next meeting
- ✓ UC to continue to follow up with all Partners to identify further workshops
- ✓ UC to send out calendar invite to all those involved in the DFMA workshop
- ✓ HH to explore how B4M2 can be included within the School.
- ✓ Alan Clucas to feed back on whether the Laing O'Rourke Elearning module on BIM can be included within the School.
- ✓ The next Partner meeting will ensure business planning for 2016 is included to understand what the School should deliver in 2016.

3. Offsite Construction Show

HH reported on what activities the OSM School was involved in at the Offsite Management School. In brief this is: stand presence; involvement on the UKCES stand; skills seminar on day 1, UKCES panel session on day 2; four half hour seminar slots over 2 days; masterclass opportunity.

Agreed points

- It was agreed that Ken Davie would run the masterclass session and relate it to the Midland Metropolitan Hospital contract and the current cost analysis process. The idea is that the audience would discuss the current process; compare it to the process that Laing O'Rourke currently use and brain storm ideas on how it can be made more efficient.

Actions:

- ✓ HH and Ken Davie to liaise on the masterclass session by 25.9.2015 so that the session can be promoted.

4. School Vision

Ian Heptonstall presented the School Vision workshop sessions to the group.

Actions

- ✓ All Partners will receive information regarding the School Vision session from UC and instruction on what the sessions will focus on and how to book.

5. Register of Interests

Agreed Points

- The group must ensure they are as transparent as possible with regards to discussions to potential Partners.
- The Knowledge Partners need to ensure they are not approaching organizations where they are already in discussion.

Actions

- ✓ Paul Parkinson to send round details of who he is currently in conversations with regarding Partnership so there is no cross over.

6. AOB

Ken Davie will be speaking on the OSM School at the Offsite Construction & Prefabrication event in December.

The OSM School will ensure that they are represented at the Build Offsite direction meetings.

The next meeting will take place on Monday 2nd November at Skanska Offices, Maple Cross.

Please note this meeting will take place from 9am – 12 noon and will focus on Business Planning.