

Venue: Skanska Offices, Maple Cross

Attendees: Rob Francis (Skanska), Ken Davie (Carillion), Pauline Traetto (BRE), Steve Fozard (Costain), Richard Ogden (Build Offsite), Ian Heptonstall (Action Sustainability), James Cadman (Action Sustainability), Paul Parkinson (Action Sustainability), Ursula Cooper (Action Sustainability), Hilary Hurrey (Action Sustainability), Stewart Whiting (Prater)

Apologies: Ian Gilbert (Siemens), Alex Lubbock (Carillion), Kieran Brocklebank (United Utilities), Seamus Hanna (CITB), Paul Leung (Laing O'Rourke), Tim Hall (Total Flow), Charles Hill (Exelin), Alan Clucas (Laing O'Rourke), Nigel Fraser (Build Offsite)

1. New Partner Introduction

Stewart Whiting from Prater was introduced to the Partner group and presented Prater's experience and vision on Offsite.

Southern Water has also joined the School but was unable to attend the Partners meeting.

Agreed points:

- It was agreed that the OSM School needs to build on conveying 'evidence' of successful offsite projects. This can be through case study video footage etc.

Actions

- ✓ Hilary Hurrey will pursue Southern Water regarding speaking at the Innovation day on 18th November.
- ✓ Hilary Hurrey will follow up with Stuart Whiting to find out if the video shown could be included on the OSM School.

2. Offsite Innovators Network

James Cadman reminded the group of the call to action to identify projects for the Expert Advisors Network.

Agreed points:

- It was agreed that the experts must be briefed to remain 'brandless' and will not be allowed to sell their organizations while providing the mentoring.
- It was agreed that there could be various models or formats to the learning. This will become apparent once the work has started.
- The group will input into what the role of the expert advisor would be.

Actions

- ✓ James Cadman will follow up with all Partners to identify relevant projects.
- ✓ 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.
- ✓ The group will provide James Cadman with ideas on where they feel there are gaps in knowledge of their particular supply chains.

3. Operational Update

Hilary Hurrey presented the most recent statistics on the Offsite Management School.

Agreed points:

- It was agreed that there needs to be a focus on Member engagement.
- Workshops are a popular way to gain engagement and the marketing and comms strategy is being rolled out which will build on this.

Actions:

- ✓ Hilary Hurrey to follow up with Roisin Sweeney regarding how the OSM School and Build Offsite can work together to arrange a live tour (e.g in the Automotive or Aerospace industry). This is something to be considered in 2016.

4. School Vision 2020

Ian Heptonstall facilitated a Vision process for the School and asked the group to consider various scenarios for where they see the School developing.

5. AOB

Richard Ogden announced that the publication 'An Offsite Guide for the Building and Engineering Services Sector' is now available to download for free.

Steve Fozard made the group aware of a offsite bridge building project taking place between 25th and 27th December that Costain are leading. A timelapse video is being made.

Ken Davie will be speaking at the Offsite Show on 8th & 9th December and the Explore Offsite event and will talk about the OSM School.

It was agreed that the next meeting in December would be cancelled. Going forward the leadership meetings will take place every two months.

Actions:

- ✓ Hilary Hurrey to liaise with Richard Ogden regarding the publication and how best to include it on the OSM School.
- ✓ Hilary Hurrey to liaise with Steve Fozard regarding potentially putting the video onto the OSM School.

The next meeting will take place on Monday 18th November, 11am – 1.00pm at the Carillion Offices, Euston Square.