

Venue: Carillion offices, Euston Square

Attendees: Rob Francis (Skanska), Richard Ogden (Build Offsite), Ken Davie (Carillion), Ian Heptonstall (Action Sustainability), James Cadman (Action Sustainability), Paul Parkinson (Action Sustainability), Ursula Cooper (Action Sustainability), Hilary Hurrey (Action Sustainability), Seamus Hanna (CITB), Charles Hill (Exelin), Andy Higson (Saint Gobain), Colin Ryan (Southern Water), Tim Hall (Total Flow), Richard Trevaskis (George Fischer)

Apologies: Steve Fozard (Costain), Stewart Whiting (Prater), Ian Gilbert (Siemens), Alex Lubbock (Carillion), Kieran Brocklebank (United Utilities), Paul Leung (Laing O'Rourke), Alan Clucas (Laing O'Rourke), Nigel Fraser (Build Offsite), Pauline Traetto (BRE)

1. New Partner Introduction

Andy Higson from Saint Gobain was introduced to the Partner group and presented Saint Gobain's strategy on Offsite and why they got involved with the OSM School.

2. UK Innovators – Offsite Innovators Network

James Cadman and Rob Francis reminded the group of the key outcomes for the project and that it is due to finish by September 2016. There are currently three programmes running out of a possible ten.

Agreed points:

- ✓ There is a need to understand the differences between the management capabilities and technical capabilities when assigning an expert advisor.
- ✓ A wider network of expert advisors is required within the Partner organisations, as well as recommendations from other organisations. Many current experts have very limited time and potentially there needs buy in and commitment from the Line Managers / Directors first of all that a certain amount of time can be given per week/ month by the expert to balance the day job. Another route to find participants for the Innovate work is to look at Members of the School and if they supply to the Partners. James Cadman will work with each Partner to identify some key organisations to approach and offer the mentoring programme.
- ✓ Part of the research will show whether the mentoring programme is scalable and feasible based on time restrictions of potential experts.

Actions:

James Cadman will follow up with all Partners to identify relevant projects, suppliers that should be approached to be part of the project.

3. Operational Review to date

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

Agreed points:

- ✓ The School will focus on member engagement this for the next quarter and this should be reflected in the business plan for 2016/2017.
- ✓ The School will focus on the rewards and recognitions scheme for the companies that are most engaged with the school.
- ✓ There needs to be case studies drawn up to reflect how the School has benefited members.
- ✓ Analysis should take place to identify the gaps in the member journey which will be used to target members with gaps in their knowledge.

Actions:

- ✓ Ursula Cooper will create a communications plan around those members who have lapsed in their engagement to understand why and re-engage them,
- ✓ Ursula Cooper and Hilary Hurrey to speak to Nigel Fraser regarding Lloyds Register and the BOPAS certification.
- ✓ Ursula Cooper will ensure that the marketing plan focuses on monthly topics (and try to tie these in with what is happening with the Partners/ industry) and Increase in target marketing to individual members depending on how they have engaged with the School.
- ✓ Ursula Cooper will consider how to create more case studies that display how the School has helped members focusing on the business benefits.

4. Planned activities to end of March 2016

An overview of the activities planned for the next quarter was presented.

Agreed points:

- ✓ Workshops are more successful if they can provide a short-term benefit to a business to attend a workshop e.g. the BIM workshop which was linked to how to become BIM ready. The workshop was directly linked to the Midlands Metropolitan Hospital project. There were over 60 attendees.
- ✓ The School will encourage strategic suppliers to the Partners to become at least a silver member. Strategic suppliers need to be identified by the Partners following the list that James Cadman has distributed to the Partners.
- ✓ Partners need to continue to encourage their supply chains to become a member of the School.

Actions:

- ✓ Partners to consider current offsite projects that can be used to as a basis for the School events. Ursula Cooper to follow up with all Partners to identify the next set of workshops (topics identified: Innovation, BIM, Collaborative Working, Change Management).

5. Recap of Visioning exercise

Ian Heptonstall and Shaun McCarthy have facilitated a Vision process for the School over the last three months. The last OSM School session focused on the visioning session and asked the group to consider various scenarios for where they see the School developing. Ian Heptonstall presented back the results.

Agreed points:

- ✓ Offsite School is an enabler for members to achieve accreditation. There needs to be more work done around what the accreditation is.
- ✓ The School should remain influential and close off gaps in knowledge.
- ✓ Offsite School membership is a good way of understanding which companies are taking the 2020 agenda seriously.
- ✓ The School needs to engage more with Designer / Architect community and the language used to encompass these professions. Engineering Consultants is deemed a more encompassing term.
- ✓ The School will focus on attracting those clients and funders who drive the best practise in the industry to the School as Partners.

Actions:

- ✓ The School needs more engagement with design sector (both as members and Partners).
- ✓ The School need to understand how to engage with the design industry; what are the motivations; tailored content etc.

6. Business planning 2016/2017

Ian Heptonstall presented the draft objectives and targets of the School for discussion.

Agreed points:

- ✓ There needs to be consolidation of existing members and improvement in engaging with the members.
- ✓ The Partners must be more active in encouraging their supply chains to join and engage with the School, as well as encourage their internal teams to engage with the School.
- ✓ The School will increase the number of best practice videos and case studies (as well as other relevant materials). The output of the School should be to improve average competency with a demonstrable improvement in performance.
- ✓ The four objectives for the Offsite Management School 2016/2017 were agreed as:
 1. Increase number of active Members
 2. Improve the quality of learning
 3. Engage with Engineering Consultants
 4. More active Partners

Actions:

- ✓ Ursula Cooper to add more information onto the School website on benefits of becoming a partner.
- ✓ Partners to think about a common set of competency metrics that will measure performance of the supply chain and report back to Ursula Cooper and Hilary Hurrey prior to the next meeting.
- ✓ Ursula Cooper to report back on what the overlap is between members of the Offsite School and members of the Supply Chain Sustainability School is.
- ✓ Ian Heptonstall will develop a business plan for the School based on the four agreed objectives and present at the next Partners meeting.

7. AOB

- ✓ Richard Ogden announced that there is going to be a Build offsite Infrastructure event taking place on 26th April and will send further details to Ursula Cooper. The School will have a presence there.–
- ✓ Richard Ogden also announced that an awards ceremony will take place on 11th October (evening prior to Offsite Construction Show 2016) where the School will have a presence. It was agreed that from April onwards the Partners will meet every two months with a conference call update in between.

The next meeting will take place on Monday 29th February 2016 at the Carillion Offices, One Euston Square at 11am – 1pm.