

Attendees: Ian Heptonstall (Action Sustainability), Ken Davie (Carillion), Steve Fozard (Costain), Hilary Hurrey (Action Sustainability), Stewart Whiting (Prater), Tim Hall (Total Flow), Charles Hill (Exelin), James Cadman (Action Sustainability), John Browne (United Utilities), Ursula Cooper (Action Sustainability), Richard Ogden (Build Offsite), Andy Higson (St Gobain)

Apologies: Pauline Traetto (BRE), Ian Gilbert (Siemens), Kieran Brocklebank (United Utilities), Alan Clucas (Laing O'Rourke), Paul Parkinson (Action Sustainability), Rob Francis (Skanska), Seamus Hanna (CITB), Nigel Fraser (Build Offsite), Mark Loader (Georg Fischer), Eugene Lynch (McAvoy Group)

1. Operational Review to date

Ian Heptonstall reported back on the current status of the School against the KPI's.

2. Key targets 2016/2017

The key targets for 2016/2017 were presented to the group by Ian Heptonstall. This covered the high level plan for 2017, through marketing activities, workshops, e-learning and resources.

Agreed points:

- The School should look to develop an e-learning module that focuses making the business case for Offsite Construction.
- School to look into producing a 'when to use and when not to use Offsite' Guide.
- There needs to be a focus on engaging clients within the School as contractors and supplier alike see them as the starting point to driving forward Offsite Construction. It was agreed that workshops will be developed and suggested topics were based around the following markets: Commercial developers; refurbishments; multi-occupancy (residential market); Power; Health & Education.
- Sessions should be run for the Partners internally to support the engagement of the School and embedding Offsite Construction within Partner organisations. .

Actions

- ✓ UC to create a matrix to identify key projects that the School should connect to through the supply chain, to identify key suppliers that the School should engage with and also identify topics that the supply chain would need assistance with.
- ✓ The leadership group to send through information on a current project that the School and partner can create a workshop around.
- ✓ The offsite Partners to send the School their list of key suppliers that the School can market out to.
- ✓ Each member of the steering group to report back to UC on how the School can help their individual organisations.
- ✓ UC will look at engaging with timber organisations to encourage them to be members of the School.

3. DfMA and engaging the design community

Ian Heptonstall informed the group on the RIBA 'Plan of works' due to launch in September. The Offsite Management School (OSM) will be helping to develop and fund the Offsite Overlay to the RIBA Plan of Works alongside a roadshow of workshop events.

Agreed points:

- RIBA will have its own knowledge hub when launched, where the School will host e-learning modules and a resource library to engage the design sector. The School will also be launching a road show of events.
- Nigel Fraser, Ken Davies and Rob Francis are due to peer review the Plan of Works, which is aimed at the M&E community.
- The Offsite School to host joint events with RIBA to engage architects.

Actions:

- ✓ IH to circulate a summary paragraph to the steering group to comment on.
- ✓ UC to contact RIBA, RICS, ICE, IE, IB, CIOB and NBIAT to promote the School to their members.

4. FAQ's and case studies - input

Case studies were discussed, and it was agreed that the school should include more case studies to promote best practise in the use of Offsite construction. Richard Ogden offered the School the use of all BuildOffsite's case studies.

Actions:

- ✓ UC to contact BuildOffsite to gain access to the yearbook to use the case studies within the School.
- ✓ UC to follow up with all Partners to provide case studies of best practice. This can be in the forma of images, video, papers etc.

5. School – Special Interest Groups

Actions:

- ✓ IH to contact Bill Healy who is running the 'Better Together' hub.

Actions:

6. UK Innovate – Offsite Innovators Network

James Cadman gave an overview of the OIN, with an update on the specific projects.

Actions:

- ✓ The steering group needs to report back to James on an existing project for use.
- ✓ Group to consider key themes for supplier days and send ideas through to HH. Topics already suggested: Rail and water.

- ✓ JC to approach RIBA and ICE separately and ask them about the Offsite Innovators Network project.

7. AOB

It was announced that the LinkedIn facilities in central London could be a good place to host a workshop or other event for free.

The next meeting will take place on Thursday 21st April, 11am – 1.00pm. If any Partner is interested in hosting the meeting please contact Ursula Cooper at Ursula@supplychainschool.co.uk