

Attendees: Rob Francis (Skanska), Pauline Traetto (BRE), Ken Davie (Carillion), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Tim Hall (Total Flow), Charles Hill (Exelin), Shylie Smith (Exelin/ SWMAS), Nigel Fraser (Build Offsite), Eugene Lynch (McAvoy Group), James Cadman (Action Sustainability)

Apologies: Steve Fozard (Costain), Kieran Brocklebank (United Utilities), John Browne (United Utilities), Alan Clucas (Laing O'Rourke), Stewart Whiting (Prater), Ursula Cooper (Action Sustainability), Richard Ogden (Build Offsite), Andy Higson (St Gobain), Mark Loader (Georg Fischer), Ben Lever (CITB)

1. Innovate UK Expert Advisors Network

James Cadman and Rob Francis gave an update to the research project and recapped what the purpose of the Expert Advisors Network. The project is a research project to explore whether an Expert Advisors Network run through the School is viable. Key considerations that have arisen are:

- ✓ Why should an expert within an organization give their time to someone else?
- ✓ Is there an issue around giving away company IP?

The research needs to show six or seven ways of how the network has been tested and could work.

Agreed points:

- It was agreed that the bank of mentors within the project would need to possess different skills.
- The School would act as the knowledge base and the network would only be accessed by Members to the School.
- Ken Davie has suggested that the BIM workshops currently been run for Carillion through the School could act as a study to be included within the research.
- The role of expert advisor should be piloted next year.

Action:

- ✓ The list of recommendations will be conveyed to the Group at the next meeting.

2. Operational Update

Hilary Hurrey reported back on the current status of the School.

Agreed points:

- It was agreed that the areas of improvement for the Offsite School were on engagement.
- For effective engagement this needs to be driven by the contractors in the form of providing a list of preferred suppliers that they want to encourage to engage with the School. Action Sustainability can then work with this list (s) and monitor and provide feedback to the contractors via the dashboards within the School.

Actions:

- ✓ Ian Heptonstall to contact the Supply Chain Directors within each of the Offsite Partner organizations to arrange a meeting to explain the benefits of the School.

- ✓ Ursula Cooper to provide wording to all Partners on the benefits of the School that the Partners can use to engage colleagues internally and explain the function of the School and how it can benefit their supply chains.
- ✓ Ursula Cooper will provide a list of the spend categories to all Partners. All Partners to provide a list of preferred suppliers against each of the areas (where applicable) to Ursula Cooper. At the next meeting the which suppliers are missing will be identified and which from the list are already members of the School.
- ✓ Hilary Hurrey to ensure that the infographic is clear.

3. BIM Special Interest Group

Ian Heptonstall reported that the School Board had signed of a Special Interest Group around BIM. The idea from the group came from Carillion and Laing O'Rourke as there was no common setoff criteria to measure the competence around BIM Level 2.

Alex Lubbock presented the background of why Carillion are interested in pushing for a common set of criteria through the School via a small diagnostic made up of a set of questions which would measure the supply chains competence, point the suppliers in the right direction for the learning to increase competence and allow the Partners to monitor progress.

Agreed points:

- The idea is not to certify but to provide a bar for competence levels.
- BIM4M2 (BIM for Manufacturers) must be involved with the group.
- Alex Giles from Action Sustainability will facilitate the Special Interest Group.

Actions

- ✓ Action Sustainability will approach the School Partners and engage with those who express an interest in participating in the group.
- ✓ Alex Lubbock will circulate the question set that he has developed to date internally at Carillion to be used as a starting point for the group.

4. Overlay to the RIBA Plan of Works

Ian Heptonstall provided an update to the Overlay of the RIBA Plan of Works. The overlay has been peer reviewed by various members of the leadership group. There will be an elearning module developed as a supplement to the Overlay (to be launched in September 2016). There will be an evening launch at RIBA on 28th September. There will be four workshops following the launch. The resource library will be expanded and refreshed by the time of launch.

Agreed points:

- It was agreed that consultants must be included within the reach.
- The work is a very important milestone for the Offsite Management School.

Actions:

- ✓ Partner to provide a list of designers and architects to include to the launch

- ✓ Ian Heptonstall to ensure the leadership group are invited to the launch so as many Partners attend the launch as possible.
- ✓ The Plan of Works must be included on the agenda at the next meeting.

5. **Offsite Supplier Days**

Actions:

- ✓ Due to overrunning Hilary Hurrey will send round details of the next supplier day based around BIM/ Digital Libraries and follow up by phone and email with all Partners.

6. **AOB**

Agreed points:

- There should be a focus on suppliers joining the Offsite Group. E.g Pipex
- When focusing on designers this should also incorporate consultants. E.g. Aecom.
- Once the School has better established the design community within the School, research into value against cost for offsite construction should be considered.

Actions:

- ✓ Ursula Cooper to liaise with Nigel Fraser regarding PAS 8820 which is about to be published.

The next meeting will take place on Tuesday 23rd August, 11am – 1.00pm at Carillion's Offices, One Euston Square.