

**Attendees:** Rob Francis (Skanska), Ken Davie (Carillion), Steve Fozard (Costain), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Stewart Whiting (Prater), Seamus Hanna (CITB), Tim Hall (Total Flow), Charles Hill (Exelin), Nigel Fraser (Build Offsite), Eugene Lynch (McAvoy Group), Mark Loader (Georg Fischer)

**Apologies:** Pauline Traetto (BRE), Ian Gilbert (Siemens), Kieran Brocklebank (United Utilities), John Browne (United Utilities), Alan Clucas (Laing O'Rourke), James Cadman (Action Sustainability), Paul Parkinson (Action Sustainability), Ursula Cooper (Action Sustainability), Richard Ogden (Build Offsite), Andy Higson (St Gobain)

### 1. Operational Review to date

Hilary Hurrey reported back on the current status of the School. Targeted activities had taken place to encourage engagement of the School members.

**Actions:**

- ✓ Hilary Hurrey to distribute the current list of workshops to the group.

### 2. New Partner Introduction

Mark Loader, Georg Fischer presented to the group.

**Actions**

- ✓ Mark Loader to send across the videos within the presentation to the Group.

### 3. Business Plan 2016/17

Ian Heptonstall presented the Business Plan for the School 2016/17 which incorporated the outcomes from the School Vision process. The Vision for the School addressed eight areas: Subject Matter, Target Audience, Accreditation, New Knowledge, Leadership, Geographic Reach, Partners and Funding.

The major piece of work for 2016/17 was bringing the Offsite Management School and Supply Chain Sustainability School together to create three departments: Sustainability, Management and Offsite. This will add value and opportunity to members and Partners alike.

The focus for 2016/17 is around engagement and activity of both members but also Partners and activities will be developed around this.

**Agreed points:**

- It was agreed that there should be a stretch target for the Offsite School of 2,000 registered users and 500 active members.

**Actions:**

- ✓ The Offsite Management School will share the research on accrediting bodies with Build Offsite once complete to ensure a common approach to accreditation.

- ✓ The Offsite Management School will ensure that when workshops are being developed they are working with Build Offsite to ensure any synergy with events.

#### 4. New Partner Introduction

Eugene Lynch, McAvoy Group presented to the group.

#### 5. DfMA & Engaging with the Design Community

Ian Heptonstall informed the group regarding the recent conversations with RIBA.

The Offsite Management School (OSM) will be helping to develop and fund the Offsite Overlay to the RIBA Plan of Works. This will be RIBA and OSM jointly branded.

This piece of work will form the centre piece for a resource library and work programme to significantly increase OSM penetration into the design world. Ian Heptonstall will also make contact with RICS, CIBSE and ICE to help spread the message.

Timescale: the document will be completed by end of July and launched in September with a series of workshops (four). Below is the timescales of activities and agreed actions:

##### *OSM Activities - with support of RIBA*

1. Launch of the Plan of Works at RIBA in September.
2. Regional Design Roadshow (4 x events with c.20 attendees each over 2 months)
3. E-learning module x 30 minutes for DFMA for Designers
4. Video content for site with Architects, Clients and Contractors.
5. Additional content on the OSM resource library
6. Relevant CPD accreditation to all of the above

##### **Actions:**

- ✓ The leadership group will peer review the work when ready.
- ✓ OSM to provide timescales once appropriate.

#### 6. Targeting our activities in 2016

This item of the agenda was part covered under business planning (supplier day activities). Recommend that workshops will be covered as an item agenda at the next meeting.

##### **Actions:**

- ✓ Action Sustainability to contact all Partners with suggested supplier days.

#### 7. Offsite Innovators Network

Due to timing this item was not covered. This item to be included on the next meeting agenda.

#### 8. AOB

Daniel Leech, MD of TDS/ CADCOE presented the Apprenticeship programme for the Construction and Design Centre of Excellence.

**Actions:**

- ✓ Rob Francis to pick up with Daniel Leech on the academy.
  - Ian Heptonstall to meet separately with Daniel Leech to explore how the Offsite School can work with CADCOE.

**The next meeting will take place on Thursday 21<sup>st</sup> April, 11am – 1.00pm. If any Partner is interested in hosting the meeting please contact Ursula Cooper at [Ursula@supplychainschool.co.uk](mailto:Ursula@supplychainschool.co.uk)**