

# The Buildoffsite Water Hub Leaders Group Constitution

---

## 1 Purpose

The purpose of the Water Hub is “to create a network of champions to facilitate change in the water industry in support of the Construction 2025 targets”. The primary focus of the Water Hub is on offsite manufacturing, product-based delivery and standardisation.

The Water Hub will be collegiate and “brandless”. It will not represent any single stakeholder group, but it will expressly seek to benefit the client/customer community. The Water Hub will help to promote a “single conversation” on offsite manufacturing, product-based delivery and standardisation and thereby help to “make the market”.

The fundamental purpose of the Buildoffsite Water Hub Leaders Group (the “Leaders Group”) is to provide direction for the Water Hub.

In particular, the Leaders Group will:

- provide **leadership and direction** for the Water Hub
- develop a **strategy and plan** to advance the aims of the Water Hub
- promote **collaboration** across the organisations that are involved in the Water Hub
- promote **communication** of the Water Hub activities
- drive progress against the plan
- **challenge** the progress made by the Water Hub and review the extent of real **change** in the industry
- report into the Buildoffsite Board

The strategy will simply set out the vision and high-level objectives of the Water Hub, and the overall approach to achieving them. The plan will include specific events and activities.

## 2 Membership

The Leaders Group will consist of:

- the Chair
- the Representatives
- the Secretariat

From time to time, the Leaders Group may invite others to attend as appropriate. For example, people may be asked to present the results of events/activities or Young Professionals may be invited to observe.

### The Chair

The Leaders Group will propose a Chair from amongst the Representatives to be approved by the Buildoffsite Board. The appointment of the Chair will be reviewed each year. The Chair will:

- Provide a visible lead for the Leaders Group
- Define the agenda in advance of each meeting, drive the meeting through the agenda and keep the meeting to time
- Ensure that each Representative has a fair say
- Report to the Buildoffsite Board on behalf of the Leaders Group

### **The Representatives**

The Representatives will come from the organisations that show the most interest in the Water Hub. Initially, there will be no formal way of nominating Representatives (effectively, they will be self-selecting), but as the Water Hub progresses, the Leaders Group may decide to introduce a more formal way of appointing Representatives.

The Representatives will:

- Represent both their organisation and the water industry
- Contribute to the aims of the Water Hub
- Report back to their organisation

The Representatives will have sufficient authority to speak on behalf of their organisations, and the Representatives should seek official recognition within their organisations to do this. However, the Representatives will also need to champion the greater good of the wider industry, so they must be collaborative and non-partisan.

### **The Secretariat**

The Leaders Group will have a dedicated Secretariat that will be provided by Buildoffsite. The Secretariat will:

- Organise the date, time, location and attendance of meetings
- Ensure that agendas and papers are circulated in good time
- Produce timely and accurate minutes
- Chase agreed actions in advance of the following meeting

## **3 Governance**

The Leaders Group will be fully empowered to make policy/strategy/planning decisions on behalf of the Buildoffsite Water Hub. The Leaders Group is a collaborative entity and will make decisions based on consensus. It is anticipated that agreement will be reached on all key issues via informed discussion. However, if agreement really cannot be achieved, the matter will be escalated by the Chair to the Buildoffsite Board for decision.

The Water Hub strategy and plan will be approved by the Buildoffsite Board before it is enacted.

Investment decisions will be made by the Buildoffsite Board.

## **4 Meetings**

The Leaders Group will meet in the location that best suits the majority of attendees.

The total number of attendees at a Leaders Group meeting should not exceed 10 in order to make the meeting workable and efficient. However, there could be more Representatives in total, therefore the Secretariat should coordinate the attendance at each meeting.

Initially, the Leaders Group will meet as often as it deems necessary in order to establish the Water Hub. Once it is established, it is anticipated that the Leaders Group will meet quarterly. The meetings will normally last three hours.

The standing agenda items will include:

- Review of progress against the plan
- Focus on 2 or 3 key issues for discussion
- Actions from previous meeting

## **5 Metrics**

The Leaders Group will develop a simple set of metrics to monitor and demonstrate progress. These will be reported to the Buildoffsite Board.