****

**WATER HUB Leads MONTHLY CONFERENCE CALL**

**Date**: Wednesday 11th October 2017

**Time:** 15:30 – 16:30

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attendees:** |  |  | | |  |
| **Jon Rains (Chair)** | **(JR)** | | **Buildoffsite** | In Person at OSCS | | |
| John Browne | (JB) | | United Utilities | In Person at OSCS | | |
| Stephen Wright | (SW) | | Yorkshire Water | In Person at OSCS | | |
| Steve Weston | (SWe) | | Ross-shire Engineering | In Person at OSCS | | |
| Mark Livingstone | (ML) | | Ross-shire Engineering | In Person at OSCS | | |
| Steve Hough | (SH) | | Balfour Beatty | *Apologies (Unable to connect via Skype)* | | |
| David Marsh | (DM) | | Laing O’Rourke | *Apologies (Unable to connect via Skype)* | | |
| *Jamie Johnson* | *(JJ)* | | *Bryden Wood* | *Apologies* | | |
| *Steve Fozard* | *(SF)* | | *Costain* | *Apologies* | | |
| Gavin Stonard | (GS) | | Nomenca | *Apologies* | | |
| *Chris Peel* | *(CP)* | | *Anglian Water* | *Apologies* | | |
| Louise Smith (Notes & Actions) | (LS) | | Buildoffsite |  | |
|  |  | |  |  | |

| **Agenda Item** |  | **Actions** |
| --- | --- | --- |
|  | **Welcome & Introductions**  Attendees and apologies noted as above.  The in-person meeting was held at the excel Centre after the Water Hub presentation at the Off Site Construction Show.  JR noted that SH and DM had attempted to participate via Skype but had been unable to do so owing to an issue with connectivity at the ExCel Centre. |  |
|  | **Competitions Act Agreement**  Competitions Act Agreement was accepted by all. |  |
|  | **Actions From Previous Meetings:**  The minutes of the Water Hub Leads Conference Call on 21st July 2017 were agreed as accurate.  Actions from the previous meeting were reviewed and updated (see attached action log) |  |
|  | **Update on Recent Activities and Roadmap Projects** |  |
| 4.1 | **Offsite Construction Show**  Consensus was that the seminar session was a good event with interesting questions and positive feedback. The turn out was disappointing (21 people); possibly due to Utility Week and the Innovation Event at the NEC going on at the same time.  **JB to liaise with Nathalie Quinn (NQ), Buildoffsite Communications Manager, regarding comms on the Water Hub presentation**.   * JR to send content to NQ/LS with a copy to JB. * LS to upload to BoS website * LS to liaise with NQ re. possible use of You Tube for videos from the Water Hub seminar session | **JB**  **JR**  **LS**  **LS** |
| 4.2 | **Roadmap Projects:**   1. **Communications Strategy:**   It was agreed that we need a consolidated, outward sell with positive news about the Water Hub. There were discussions around the various options available: Webinars; lunch and learn, social media. **LS to introduce JB/JR/NQ via email**.   1. **Efficiencies:**   LS to follow up with Southern Water re. outstanding action to benchmark efficiencies.  JR to ring CP at Anglian to discuss efficiencies workstream.   1. **Other Projects:** See action log for updates. | **LS**  **LS**  **JR** |
|  | **Information Management and Engagement:**  All agreed that care needs to be given as to how we anonymise and share sensitive information. LS suggested using the methodology used by the Competitions and Market Authority i.e. all clients have a code name based on London Tube Stations. It was agreed that this was a good idea. **LS to liaise with Client Group representatives to implement.**  LS advised that TH had agreed that BoS will pay to develop a secure area of their website, where client confidential data can be store**. LS to ask BoS web developer to liaise with SW and JB re. the spec for the secure area to ensure it meets their standards** e.g. traceability of who has accessed the area. Once this area is set up data can be transferred from the Yorkshire Water SharePoint site.  **JR to request Jamie Mills from Xylem to send information management model prior to the Client Group Meeting in Glasgow on 29th November**. | **LS**  **LS**  **JR** |
|  | **Future Events**   1. **Client Site Visits**   **JR to speak to Paul Rutter and JB to speak to Moray Cotter** re. possible visits to client sites at Severn Trent and Thames. | **JB/JR** |
|  | **AOB**  Moray Cotter is leaving Thames Water to take up the post of Engineering Director at Balfour Beatty  Ross-shire would like to know the cost of BoS membership. **LS to ask Lisa Norton to contact SWe** | **LS** |

LS: 19/10/17

Encs. Water Hub Action Log

**Circulation:**

Invitees/BoS Website

**Upcoming Water Hub Leads Conference Calls**

* Friday 10th November
* Friday 8th December

Time: 08:30 – 09:30

Tel: JR’s Skype account – will send invitations