INSULATION



Britain & Ireland Management Meeting

Held at Pembridge Site on Friday 6th February 2015

Present: Richard Burnley. Richard Bromwich, Jim Loughran , Spencer Murtagh, Tony

Millichap, Doug Lloyd, Lwana Quarrell, Michelle Tucker, Adrian Pargeter, Ian Greaves, Dean Buttle, Linzi Hobbs, Neil Palfreeman, Martin Patchett, Gerald

McAdam & Susan Ewart

Apologies: Peter Gifford

The minutes of the previous meeting were reviewed and approved.

	Actions	Responsible Person(s)
К1	5 Lambda	
•	Update was provided on the K15 testing and development plan. The burn is scheduled for W/C 16 th February 2105. It was agreed that an update will be provided at the next meeting	тм
•	NHBC have requested a meeting with Kingspan – update to provide at the next meeting.	RBr
Ca	pital Requests	
•	The following Capital requests were approved:	
	Replacement Car –Ivor Meredith	
	o IDS Software	
	Replacement Car- Lee Townsend	Info
	o Replacement Car- Keith Roberts	
	Replacement Telephone system Basildon Site	
	 Equipment for 2 Tapered designers – Poland Office 	
He	adcount Request	
٠	No Headcount requests.	Info
ΧP	S Legislation Changes	
•	Update was provided regarding the Dow X Energy product and the procurement chain, between Radmat, DOW and Kingspan.	100
•	Meeting to be arranged between Radmat, DOW and Kingspan, update to be provided at next meeting	MT/TM/RB
Ma	anufacturing Variances - Relabeling	
•	It was agreed that a review is conducted of the current relabeling practice being	10020c F20
	adopted by the production planners in KIL UK and the way that relabeling costs are presented in the manufacturing variances report.	SM/GM/LQ



INSULATION

Op	Optim R			
•	SM provided an update on the commissioning of the Optim R line, significant engineering plan is required to be implemented, the overall objective is to get the Optim R line fully operational by the end of March 2015	Info		
Stock Availability				
•	A update was provided on the creation of a working party dedicated to resolving the stock availability issues being experienced by for Building Innovations and Ecotherm. O Working party has been established O Measurements /KPI to be determined and agreed. Update to be provided at next meeting.	IG		
Tra	nsport			
•	NP provided a an update on the Transport tendering process			
•	8 companies will be invited to present. From the 8 companies invited 4 will be requested to formally tender for the contract. Agreed that an update will be provided at the next meeting.	NP		
People Matters				
•	SE provided an update on the "People Matters " training plan for Britain and Ireland.	Info		
•	The training plan for all employees who manage staff will commence in February 2015.			
•	SE requested that member of the B&I team communicate to their staff the plan and that invitations will sent out shortly.	All		
Cha	ange Management			
•	Request was made that we redefine the purpose of change management system.			
•	It was agreed that a review should be conducted on how quickly requests are turned around in the system, and which department takes overall responsibility for managing the system and chasing outstanding requests.	LH/LQ		
	IG expressed concerns over the current change management system and agreed to provide examples of the delays experienced for LQ to review.	LQ/IG		
Strategic Objectives				
•	The Strategic Implementation plan will commence in March 2015 and updated will be provided each month at the UK and Ireland management meeting	Info		
ΙT				
•	RBu has a meeting planned with representatives from the IT department in early March 2015.	RBu		
•	RBu to request a schedule of the IT developments/improvements logged by each department and distribute to team.	RBu		
•	B&I team to review list of projects and then prioritise list and then send back to RBu to use in the planned IT meeting.	All		
•	A request was made for the SAP implementation team to provide clarification to the management teams in Springvale and Askeaton site on the version of SAP they	LQ		



INSULATION

should expect when SAP implemented . LQ to organise a conference call to provide clarification		
Business Continuity Plan The business continuity for each of the Britain and Ireland Businesses will now form part of the strategic objectives pillar	Info	
Next meeting planned Monday 9 ^h March 2015 – Pembridge Site		