

Attendees: Ian Heptonstall (Supply Chain Sustainability School), David Emery (Supply Chain Sustainability School), Imogen Player (Supply Chain Sustainability School), Ken Davie (Supply Chain Sustainability School), Jim Taylor-Rose (Vinci), John Handscomb (Kier), Mark Griffin (NGB), Geoff Fawkes (McAvoy), Kevin Morrissey (HE Simm), John Hannon (VGC), Howard Chaloner (HE SIMM).

Apologies: Derek Wilson (TFL), Alex Gosney (Laing O'Rourke).

1. Introductions

Ian Heptonstall opened the session. It was identified that the main purpose of the session was to input into the development of the learning materials for the CITB project. This included reviewing the main project fundamentals as well as the material currently within the Design, Procurement and Quantity Surveyors/Cost Consultant modules.

2. Actions from last meeting

All actions from the Offsite Leadership Group meeting held on 3rd April 2019 had been completed and were thus closed.

3. Peer Review of training materials for: Procurement Managers, Quantity Surveyors and Cost Consultants

Ian Heptonstall reminded the room of the three training development work streams the CITB has identified, to be completed by June 2020. Overall, the projects aim to upskill existing trainers and providers and improve the quality and delivery of offsite construction training.

- **MTC (Manufacturing Technology Centre)** run the core innovation hub and are developing an intensive course aimed at onsite assembly technicians and will teach those who will subsequently teach the course. The course will upskill 60 trainers and will upskill a college in each region of the UK, allowing the college to become a leader in that region.

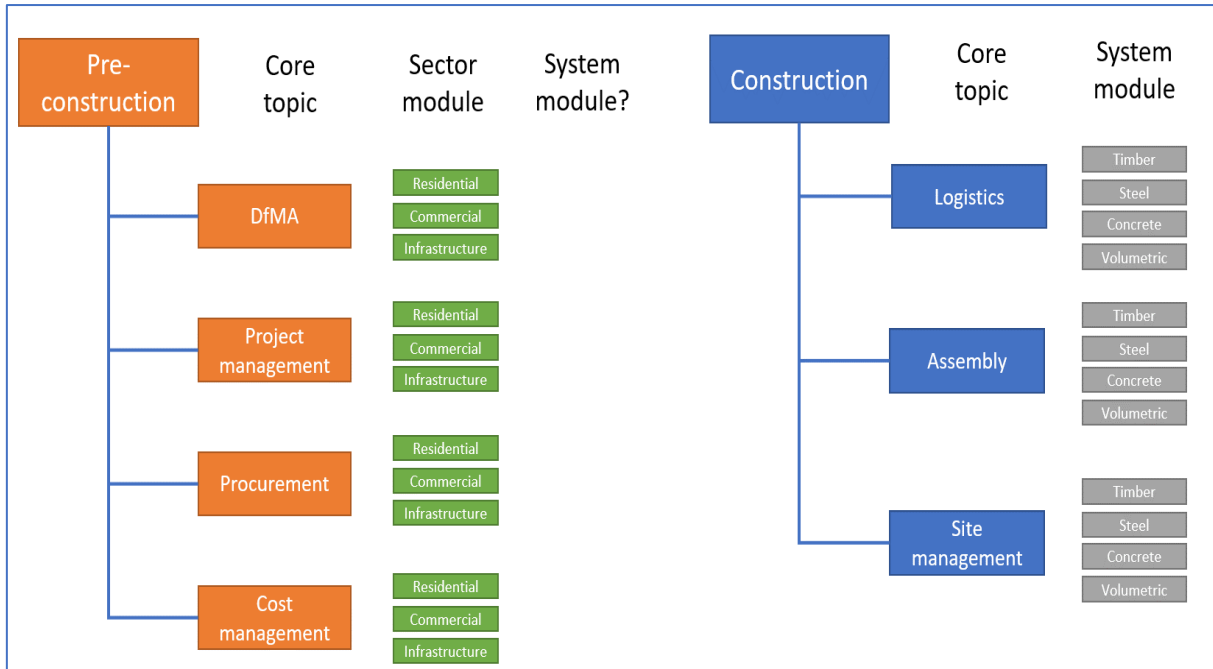
If any members would like to recommend specific colleges to become leaders in their area, please let either Ian (ian@supplychainschool.co.uk) or Imogen Player (Imogen@actionsustainability.com) know.

- **CSIC (Construction Scotland Innovation Centre)** are developing flexible modules aimed at lecturers and colleges, with an aim to upskill the seven professions: Design; Quantity Surveyors/Cost Consultants; Procurement; Logistics; Assembly; Cost Management and Site Management. The flexible modules will be tailored to train operational, managerial and directorial levels.

Ken Davie informed that CSIC are currently advertising for Governors.

- **The Supply Chain School** is developing industry CPD learning materials. This includes e-learning, workshops and train the trainer sessions. The aim is to assist those who are in employment to improve their offsite knowledge. The School aims to train 10 trainers by June 2020. National Open Colleges Network (NOCN) are the accreditation standards body who will provide the qualification certification stamp to the CPD courses the School develops.

Ian presented the outcomes and deliverables of the project and the delivery requirements for the School’s CPD learning materials. Creation of the DfMA module is currently underway and it was noted that 2 pilot modules will be run per core topic. It was mentioned that an ‘Offsite Fundamentals’ module should be created, for all professionals involved in Offsite to use.



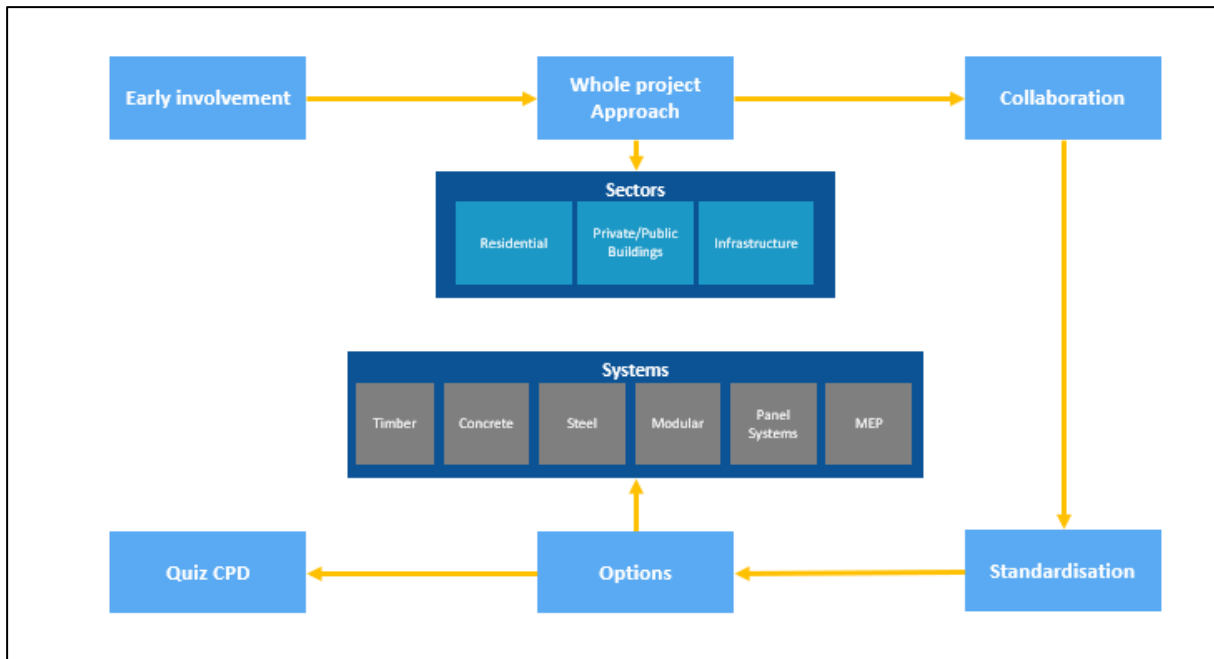
Delivery Requirements for the School’s CPD learning materials

Ken Davie informed that input into these modules will be helpful. As such, please inform either Ken (Ken@supplychainschool.co.uk) or Imogen Player (Imogen@actionsustainability.com) should you have information or material on case studies that will sit within these modules. International case studies would also be valuable.

It was agreed that we should adopt where ever possible a common language and terminology. As such it was agreed we should adopt the MMC Definitions Framework (available in the School’s resources).

The group split into groups and peer reviewed the progress of the Procurement core topic, the Quantity Surveyor and Cost Consultant core topic and the Systems and Sector modules. The outputs of this exercise have been captured in the accompanying PowerPoint presentation (Leadership Group – 3rd July 2019).

Ken Davie reported to the group on the progress of the DfMA module and demonstrated the DfMA module story board. Ken detailed the importance of early involvement within a project, taking a whole project approach, achieving collaboration and standardisation, and optioneering. Ken also noted the importance of involving the supply chain early on, and the need to engage with the engineering community during this peer review process.



DfMA Story Board

4. Supply Chain School – Q1 2019 Update

Ian presented the Q1 Key Performance Indicators (KPIs) for the Offsite School and demonstrated that most of the targets were achieved (see table below). It was noted that the target for ‘Active Designer Involvement’ was not achieved; this was determined to be the result of Buildoffsite taking responsibility for the Design Offsite Group. It was requested that the ‘Active Designer Involvement’ category is categorised further into specific design professional roles.

Deliverables Target	Q1 (Actual)	Q2	Q3	Q4	Total
Active companies	175 (299)	175	150	100	600
Supplier days / briefings (Combined with Infra, Construction, Wales or Scotland) <i>(Average of 75 learners, target 100)</i>	1 (2)	0	1	1	3
Training workshops – engagement or topic based <i>(Average of 20 learners)</i>	2 (3)	2	2	2	8
Training workshops – piloting of new courses <i>(Average of 10 learners)</i>	0 (0)	4	6	4	14
Learners @ training	105 (133)	80	175	155	515
Development of new short duration courses	0 (0)	2	3	2	7
Development of new e-learning courses	0 (0)	4	0	3	7
Updating e-learning content	0 (0)	4	5	4	13
Active Designers	35 (19)	75	120	150	150
E-learning downloads <i>(Must be the Offsite or Mgt e-learning)</i>	150 (217)	150	150	150	600
Marketing campaigns to Offsite "Community" <i>(# of emails per quarter – not event related.)</i>	10 (6)	10	10	10	47
Assessments	40 (35) BIM: 5 Mgt: 27	40	40	30	150
Re-assessments	10 (3) BIM: 1 Mgt: 3	10	15	15	50
Quality of learning	95% excellent or good (98%)	95% excellent or good	95% excellent or good	95% excellent or good	95% excellent or good
Relevance and impact of learning	80% excellent or good (85%)	80% excellent or good	80% excellent or good	80% excellent or good	80% excellent or good

Offsite School Q1 2019 KPIs

Ian recommended that an annual 'Impact Survey' is undertaken, to determine how much of an impact the School is having on members and to what extent the School has improved Offsite understanding.

Ian mentioned the aim of helping main contractors to achieve Science Based Targets, and the recently formed Special Interest Groups, namely: Plant, Labour, Waste, Carbon and Wellbeing. In the future, the School may help members to report their carbon emissions, by utilising the Sustainability Tool.

Next steps:

- At the next Offsite Leadership Group meeting, questions should be established for use within an annual Offsite Impact Survey.
- The 'Active Designer Involvement' category within the School's KPIs should be categorised further into specific design professional roles.
- Action Sustainability will build upon the information collated during the peer reviewing. We will continue to engage subject matter experts for developing the detail.
- As such, please do inform Imogen Player (Imogen@actionsustainability.com) if you wish to recommend expert individuals or organisations you believe should be involved in the development of the material.
- At the next meeting, this group will continue to peer review progress.

5. AOB

No further areas of business were brought up:

The next meetings will be held on:

- Wednesday 2nd October 2019 – 10:00-12:00
- Wednesday 8th January 2019 – 10:00 – 12:00

These are scheduled to be held at Kier's Foley Street offices.