

**Attendees:** Ian Heptonstall (Action Sustainability), Alfie Gilbert (Supply Chain Sustainability School), Ken Davie (Action Sustainability), Robyn Kelly (Action Sustainability), Andrew Day (Telford Homes), John Browne (Balfour Beatty), Jim Taylor-Rose (Taylor Woodrow), Mark Griffin (NG Bailey), Howard Chaloner (HE SIMM), Sarah Goulden (HE SIMM), Graeme O'Doherty (McAvoy Group), Peter Kelly (ISG).

**Apologies:** Paul Cleminson (BAM UK), John Handscomb (Kier), Nick Bromell (Lendlease), Kieran Brocklebank (United Utilities), Alan Clucas (Laing O'Rourke), Colin Sergeant (Elliott UK), Lyndon Trinder (Balfour Beatty), Steve Cook (Willmott Dixon), Robert Robinson (Georg Fischer), Stuart Whiting (Prater), Ben Lever (CITB), Geoff Fawkes (McAvoy Group), Dave Merchant (NG Bailey), Chris Mannall (Costain)

### 1. Introductions

Ian Heptonstall opened the session. HE SIMM were welcomed to the group as new members of the Supply Chain Sustainability School.

No further points of action were raised by the room.

### 2. Notes of last meeting

The group discussed the ease and impact grid that was developed as part of the October Offsite Group Leadership meeting. Ian Heptonstall outlined the key points from the grid and explained how the group's feedback had then been incorporated into the Offsite business plan for 2019-2020.

One key point coming from the group's discussions was a desire to be better at measuring impact specifically in relation to the training and events delivered through the Offsite school.

Note: As part of the next Offsite Leadership group meeting, the group will explore what success looks like in terms of impact for the Offsite School and hear from group members on their own practices and processes in relation to this.

The group then re-visited the School's desire to attract more QS and M&E members to the working group. This reflects the success of the Architect offsite group. Ian Heptonstall confirmed the School had not been able to do this in the calendar year and it is something to think about for 2019-2020.

#### **Agreed:**

- ✓ Review engagement with QS and M&E organisations in next leadership meeting.

### 3. IT Platform Update

Ian Heptonstall gave the background to the need of the Supply Chain Sustainability School's IT platform update / redesign. He then set out the overall objectives for the project and provided the group with an update on where we have got to in the development of the new platform.

Ian then gave a detailed outline of how and why the selected system solutions have been chosen for the new platform. Most of the decisions were based on two indicators: increased site usability & reduced risk.

The group were shown some graphics of the new platform and were able to see a working test-site of the site homepage and potential design ideas. Partners discussed the functionality of the new site. Launch of the new site and learning management system is scheduled for April 2019. This aligns well to the stated priorities of the group to improve the web content and experience.

### Agreed:

- ✓ A key interest for partners is the ability to develop training programmes and target them for users. It was discussed that partners will need to know their users to be able to do this fully.
- ✓ Andrew Day requested a space for partners to request learning for perceived gaps and/or recommendations for site resources.

### Actions:

- Partners to categorise their users by roles and/or groups to sectorize training.
- School to continue development of new site.
- Alfie Gilbert to send group email explaining the need for images and requesting content
- By March 1<sup>st</sup>, Partners to find pictures that can be used on the new Offsite School webpages
  - o please send these to [alfred@supplychainschool.co.uk](mailto:alfred@supplychainschool.co.uk) along with email confirmation of rights to use images.

## 4. KPIs

Ian Heptonstall ran through the School's performance against KPIs for 2018-2019 and set out projected KPIs for 2019-2020. It was confirmed that the School is on target for meeting the majority of KPIs for the year, with multiple indicators having already been met.

The Group discussed how partners can improve processes for getting more of their suppliers along to Offsite events. Unique venues / Site Venues were discussed as potential 'carrots' to draw supplier in, and this is a method that will be tried.

Examples of this may be organising meeting to happen at manufacturing plants or at recently completed sites that have used offsite processes (i.e. McAvoy's Hospital)

### Actions:

- Alfie Gilbert to confirm event performance figures with Ian Heptonstall for 2018-2019
- Partners to research potential new venues for School event and notify [alfred@supplychainschool.co.uk](mailto:alfred@supplychainschool.co.uk) with options.

## 5. CITB Bid Progress

Ian Heptonstall confirmed that the Supply Chain Sustainability School has been successful with its Offsite CITB bid. He then ran through the School's deliverables in relation to the bid. Ian Heptonstall provided a break down of the new training content to be delivered through the school.

As key part of the bid will be creating new content and training in the field of Offsite. The group has a huge amount of knowledge, and the School would like partners to be heavily involved with the development where possible.

### Actions:

- Partners to notify Ian Heptonstall and Alfie Gilbert if they are happy to volunteer to be added to peer review groups of new content + training across different areas.

### 6. Implications for Business Planning 2019

Ian Heptonstall then ran through the current business plan for the 2019-2020 which needs to be submitted to the board for approval (as outlined in the pre-read slides sent out for this session). Winning the CITB has significantly affected the Offsite School's plan for the next calendar year as it will now be heavily geared around the development of new training, rather than maximising reach and scale.

It was agreed during discussions with the group that it is not the Offsite Management School's place to try and lobby or impact in government relations.

Partners at the session confirmed that they are happy to present the board with the business plan for 2019-2020 in its current format. Key notes from this were:

- The School should think about DfMA and disassembly in its content. As part of this, design for flexibility would be another valuable focus.
- Wellbeing is seen as increasingly important topic for the group, and it is an important consideration during early RIBA stages. The group would like more content to help educate in wellbeing.

#### Actions:

- Partners to send any case studies they have of good practices and/or projects relating to DfMA, Offsite processes, and Offsite thinking.

#### Future Actions:

- Supply Chain School and partners to ask their networks about their interest with Offsite (what content, training and events would they like to see delivered through the School?)

### 7. AOB

No further areas of business were brought up.

Alfie Gilbert has sent out calendar invites to all of the Offsite Partners for the leadership group meetings throughout the 2019-2020 calendar year. These are pencilled in for:

- Wednesday 3<sup>rd</sup> April – 10:00-12:00
- Wednesday 3<sup>rd</sup> July – 10:00-12:00
- Wednesday 2<sup>nd</sup> October – 10:00-12:00
- Wednesday 8<sup>th</sup> January – 10:00-12:00

These are pencilled in to be held at Kier's Foley Street offices. This needs to be confirmed.

#### Actions:

- Partners to respond to Offsite Leadership Group meeting calendar invites
- Partners to notify [alfred@supplychainschool.co.uk](mailto:alfred@supplychainschool.co.uk) of any colleagues they would like to be included
- Alfie Gilbert to confirm with John Handscomb if Kier's offices can be used for the dates throughout 2019-2020.
- Partners to notify [alfred@supplychainschool.co.uk](mailto:alfred@supplychainschool.co.uk) if they are happy to host the upcoming meetings at their premises.