

Attendees: Marcus Bennett (CITB), Dominic Coyne (Build Space), Tony Ward (Build Space), Andrew Carroll (Laing O’Rourke), Peter Kelly (ISG), Mark Griffin (NG Bailey), John Handscomb (Kier), Chris Mannall (Costain), Andrew Day (Telford Homes), Tom Finnegan (Kilnbridge), Ian Heptonstall (Supply Chain Sustainability School), David Emery (Supply Chain Sustainability School), Imogen Player (Supply Chain Sustainability School), Ken Davie (Supply Chain Sustainability School).

1. Introductions

Due to the Government’s COVID-19 response and working from home restrictions, this meeting was held virtually. Ian Heptonstall opened the session and all attendees provided an update on their organisation’s situation in response to COVID-19. Some manufacturing facilities have temporarily closed and some workers have been furloughed. The Supply Chain Sustainability School is moving all workshops, training and events to online platforms until September 2020.

2. Outstanding actions

The notes from the last meeting were discussed.

Outstanding actions from the previous meeting to be carried over are:

- Ian to engage with Dale Sinclair to see if the RIBA Overlay needs rewriting as a result of the updated RIBA plan of work.
- Ian to ensure set up of QS and M&E sub-groups included in business plan. This action will progress however in light of the COVID-19 crisis this will be postponed to later in the year.
- Members around the room to provide the School with a list of their key SME suppliers. The School will then work to identify which of these work with multiple partners. The School could then focus their efforts on these SMEs during a supplier day.
- Draft CEO briefing paper ready for next meeting. Again, due to the COVID-19 crisis, this will be postponed to later in the year.

3. Supply Chain Sustainability School – Q4 2019 Update

Ian presented the Q4 Key Performance Indicators (KPIs) for the offsite topic and demonstrated performance against the business plan (see table 1).

Deliverables Target	Q1 (Actual)	Q2 (Actual)	Q3 (Actual)	Q4 (Actual)	Total
Active companies	175 (299)	175 (194)	150 (291)	150 (316)	600 (803)
Supplier days / briefings (Combined with Infra, Construction, Wales or Scotland) (Average of 75 learners, target 100)	1 (2)	0 (0)	1 (2)	1 (0)	3 (4)
Training workshops – engagement or topic based (Average of 20 learners)	2 (3)	2 (1)	2 (4)	2 (2)	8 (10)
Training workshops – piloting of new courses (Average of 10 learners)	0 (0)	4 (0)	6 (6)	4 (4)	14 (10)
Learners @ training	105 (159)	80 (18)	175 (219)	155 (111)	515 (507)
Development of new short duration courses	0	2 (in progress)	3 (1 completed)	2 (2 completed)	6 (3)
Development of new e-learning courses	0	4 (in progress)	0 (2 complete, 5 in progress)	3 (2 complete, 5 in progress)	8 (2)
Updating e-learning content	0	4 (complete)	5 (in progress)	4 (6 complete, 3 in progress)	13 (6)
Active Designers	35 (19)	75 (50)	120 (81)	150 (104)	150 (104)
E-learning downloads (Must be the Offsite or Mgt e-learning)	150 (217)	150 (329)	150 (171)	150 (397)	600 (1,114)
Marketing campaigns to Offsite “Community” (# of emails per quarter – not event related.)	10 (6)	10 (13)	10 (12)	10 (7)	40 (38)
Assessments	40 (13)	40 (27)	40 (7 corporate, 82 individual)	30 (11 corporate, 84 individual)	150 (59 corporate, 178 individual)
Re-assessments	10 (3)	10 (9)	15 (5 corporate, 12 individual)	15 (6 corporate, 24 individual)	50 (24 corporate, 31 individual)
Quality of learning	(88%) 95% excellent or good				
Relevance of learning	(89%) 80% excellent or good				
Impact of learning	(78%) 80% excellent or good				

Table 1: Offsite topic Q4 2019 KPIs

Most targets were achieved, with active companies and e-learning downloads showing the greatest results. It was discussed that the active designer target had not been met most likely because the group Design Offsite had moved to Build Offsite. The quality and impact of learning were slightly below target, likely because the pilot courses for the new offsite learning courses were incorporated into the feedback. As feedback was reflected upon and changes made to the pilot courses, it is anticipated that the courses will likely receive a higher quality and impact of learning moving forwards.

4. Coronavirus impact on business plan

In the previous meeting, it was decided that the Group's priorities for the year 2020/2021 should be:

1. Engage

- Work with the other leadership groups to drive interest in offsite in the homes, construction, infrastructure sectors and the Scottish and Welsh markets
- Use digital marketing campaigns

2. Educate

- Continue to educate the supply chain through resources, training and events
- Stimulate demand for apprenticeships
- CEO Briefing Paper
- We have spent 2019 developing and trialling 6 new courses and 8 e-learning modules, we need to launch these and run these course through 2020\21.
 - Complete development of courses by July 2020
 - Complete the re-refresh of learning resources by July 2020, then continually update
 - We made a funding commitment to run at least 14.

3. Capture

- Ensure the annual impact survey captures the extent to which members are benefiting from offsite

4. Collaborate

- Work with Build Offsite, Construction Leadership Council, Centres of Excellence, Construction Innovation Hub, RICS
- Continue to utilise the QS, Logistics, Procurement and design groups we developed in 2019

Since the COVID-19 crisis, the business plan will be adapted to reflect the lack of face to face training and events. All workshops and training are moving online in Q1, and likely Q2. Facilitators and trainers for the Supply Chain Sustainability School are completing online training to enable them to continue to host engaging and informative learning, through an online platform. This includes webinars, interactive workshops, as well as shorter lunch and learn sessions.

Ian informed that the School has established a programme of events jointly with Build Offsite, Construction Leadership Council and Centres of Excellence. Four events will be run in Q3 and Q4 and they will aim to increase understanding and awareness of offsite. It is anticipated that the audience will include local colleges. The School is still planning to attend the Offsite Exposition in Coventry in September, although that may change depending on the coronavirus situation in September.

Action: Should anyone have e-learnings within their organisation that they would like to share and host on the School's platform, please let Imogen know.

5. Impact on members business'

The Offsite Leadership Group previously established a set of impact questions to be included within the School's annual impact survey and so Ian showed the results of the survey. Approximately 1000

companies completed the survey, with around 10% of those companies responding to the offsite focussed questions. The results indicate that the School is positively impacting members' business process.

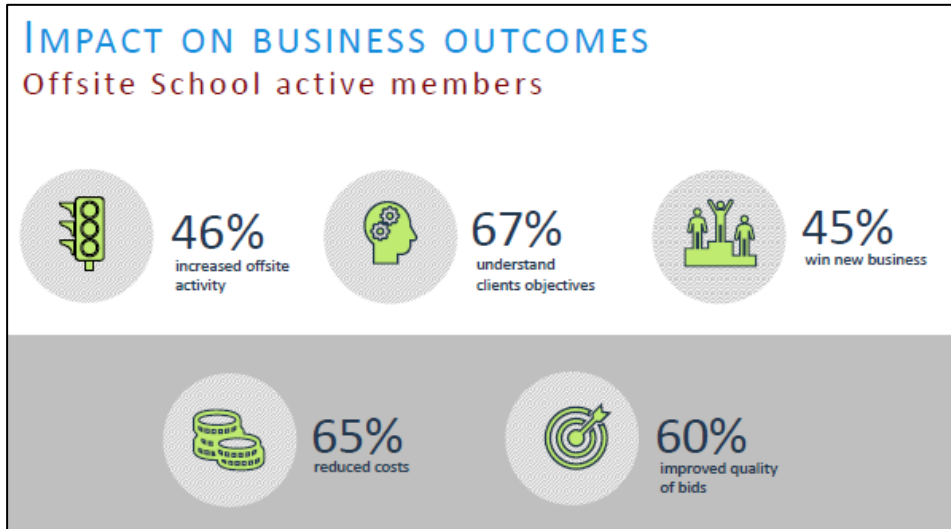


Figure 1 Impact Survey Offsite Section Results

Engaging in the School has helped us to . . .	Strongly Agree %	Agree %	Neither Agree nor Disagree %	Disagree %	Strongly disagree %
Increase the amount of offsite construction	9	37	46	7	0
Gain a better understanding of how to help clients deliver offsite objectives	15	52	30	3	0
Reduce costs through efficiencies	16	48	32	3	0
Win more business	16	38	43	3	0
Improve the quality of our bids	19	40	37	3	0

Figure 2 Offsite Topic active members impact on business outcomes

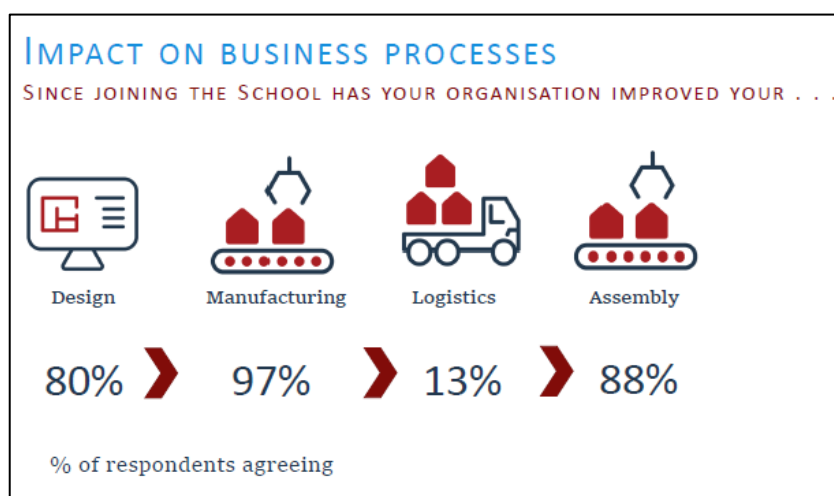


Figure 3 Percentage of respondents agreeing that the School has helped to improve these processes within members' organisations

Logistics was identified as an area that the School can improve its impact on members organisations. This was an expected outcome as the School does not have a large volume of logistics resources or workshops currently, however the launch of the new CITB funded Offsite Skills Learning Project will provide a whole new logistics module. This includes e-learning, exercises, handouts, full day courses and webinars to help upskill members logistics business processes.

6. Progress on developing training materials

Ian and Dave Emery provided an overview of the Offsite Project progress. The modules within this project are: design, quantity surveying and cost consultancy, procurement, logistics, project management and site management. Currently the design course is complete, with logistics, QS, procurement and project management due for completion by the end of April. 10/12 pilot courses have been run, with two site management pilot courses still needing to be completed. The School still anticipate completing the project at the end of June, despite the covid-19 crisis.

The School will design and undertake its own train the trainer activity, being a 2-day online facilitation course.

Activity	Trainer	Developer	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Offsite fundamentals	1. Ken 2. Dave	Ken							Final: e-learning			
Offsite sectors	1. Ken 2. Dave	Ken							Final: e-learning			
Design	1. Ken 2. Dave	Ken	Draft	Pilot x 2		Completed		Final: e-learning				
Procurement	1. Jamie? 2. Bill	Steve	Peer review 2	Draft	Pilot x 1	Pilot x 1			Final Course	Final: e-learning		
Logistics	1. Attendees 2. Attendees	Dave	Peer review 2	Draft		Pilot x 1		Pilot x 1	Final Course	Final: e-learning		
QS \ Cost	1. RLB? 2. Dave with case studies	Steve		Peer review 2	Draft		Pilot x 1	Pilot x 1		Final - course	Final: e-learning	
Project Mgt	1. Stuart 2. Jamie?	Stuart	Peer Review 1	Peer review 2		Draft	Pilot x 1	Pilot x 1		Final - course	Final: e-learning	
Site Mgt & Assembly	1. Jamie? 2. Others?	Dave							Draft Peer review	Pilot x 2	Final - course	Final: e-learning
Video content		Imogen			Filming	Filming	Editing	Editing	Final			
E-learning update						2	2	2	2	2	2	2
- Module 1		Wendy/ Amie				DTMA (Ian)	OSM (Ian)	Logistics (Dave)	Design P&P (Dave)	P. Mgt (Dave)	OSA (Dave)	BIC Main (Dave)
- Module 2		Wendy/ Amie				SCM (Cathy)	Leadership (Tom H)	Change Mgt (Tom H)	Collaboration (Chris WL)	Quality 1 (Tom B)	Quality 2 (Tom B)	MBD (Emily)
Train the Trainer (10)		Dave		Diagnostic					Cohort x 3		Cohort x 7?	

Table 2 Offsite Project Training Materials Progress

8. AOB

Marcus Bennett advised that if anyone has any queries for CITB, e.g. changes to funding or levies as a result of COVID-19, go to: [Citb.co.uk/urgent-messages/](https://www.citb.co.uk/urgent-messages/).

It was suggested that the School circulate the helpful resource: *Ciria, Quantifying the benefits of offsite construction*. This will therefore be included in future resource marketing emails.

Ken Davie suggested engaging with BSRIA for the M&E community.

The next meeting is scheduled for Thursday 4th June 10:00-12:00.