

Attendees: Martin Turner (CITB), Mark Worrall (LC International), Ernie Price (HE Simm), Jim Cowell (Elliot UK), Joe Dyde (Buildoffsite), Graham Cleland (Countryside), Jack Brayshaw (Vistry) Cameron McDougall (Saint-Gobain), John Handscomb (Akerlof), Elizabeth Cook (Kier), Gary Peters (Skanska), Joe Gibson (Laing O’Rourke), Jim Taylor-Rose (Taylor Woodrow), Nigel Ostime (Hawkins\Brown).

School team: Ian Heptonstall (SCSS), Naomi Pratt (SCSS), David Emery (SCSS), Ken Davie (SCSS)

Apologies: Tony Ward (BuildSpace), Kevin Morrissey (HE Simm), Andy Higson (Saint-Gobain), Clare Hadfield (Saint-Gobain), Alex Gosney (Laing O’Rourke).

1. Introductions

Ian introduced the meeting and new attendees were welcomed and introduced themselves.

2. Notes of last meeting

Everyone was happy with the notes from last meeting.

3. Update on performance in current financial year

Naomi updated the group on progress towards the KPIs this financial year (see fig. 1). All KPIs are either met (green) or on track to be met by the end of the quarter (orange), the only exception being company assessments.

Figure 1 Progress against KPIs

Deliverables Target	Q1	Q2	Q3	Q4	Total	Cumulative to 26.5.21
Business Bytes (Target 100 attendees)	1	1	1	1	4	1
Training workshops (Average of 15 learners)	3	4	4	3	14	2
Webinars (Average of 100 learners)	2	2	2	2	8	0
Learners @ training (Number of individuals attending training and webinars)	115	130	130	130	505	153
Active companies (Companies currently learning about offsite; to end April)	250	225	175	100	750	235
E-learning downloads (Offsite or Mgt)	500	500	500	500	2,000	110 offsite, 236 mgmt
E-marketing campaigns (Monthly market news)	3	3	3	3	12	3
Assessments and re-assessments (Individual)	85	85	85	85	340	58 + 6
Assessments and re-assessments (Company)	30	30	30	30	120	4+4
Learning pathway enrolments	No target					112

Training type	When	Type	Learners	Quality (Excellent or good) Target: above 95%	Relevance (Very or mostly) Target: above 80%
Offsite fundamentals workshop	15.4.21	Workshop	27	75%	63%
Offsite logistics workshop	4.5.21	Workshop	14	100%	100%
Net Zero Carbon Homes business bytes	25.5.21	Virtual conference		TBC	TBC

We have a few training sessions still to run this quarter (1 virtual conference, 2 Lunch n Learns and 1 workshop) which are open for registrations on our website.

Assessment figures are currently fairly low, but we expect these to increase upon publicising the updated Offsite assessment.

4. Impact survey

Naomi updated the group on the annual impact survey results for offsite. Attendees commented on the positive outcomes on the whole and the unique nature of the past year. The impact survey has only been running for 2 years, so we hope to be able to track trends more meaningfully as time goes on.

Figure 2 Impact survey results

IMPACT SURVEY – 74 MEMBERS RESPONDED

The organisation's primary business function

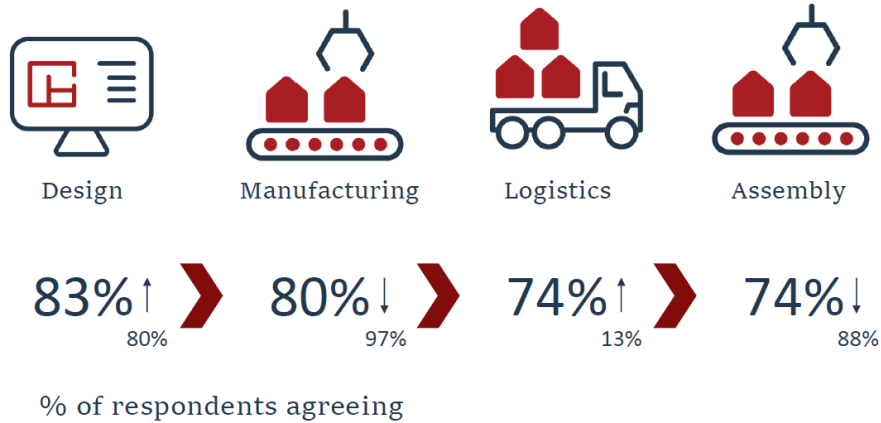
Primary business function	No.
Assembly	20 ↓
Design	13 ↓
Manufacturing	31 ↑
Logistics	10 ↓

Process improvement since joining the School

Since joining the School has your organisation improved your . . . (where relevant to business function)	Yes %	No %
Design process in the last 12 months	83	17
Manufacturing process in the last 12 months	80	20
Logistics process in the last 12 months	74	26
Assembly process in the last 12 months	74	26

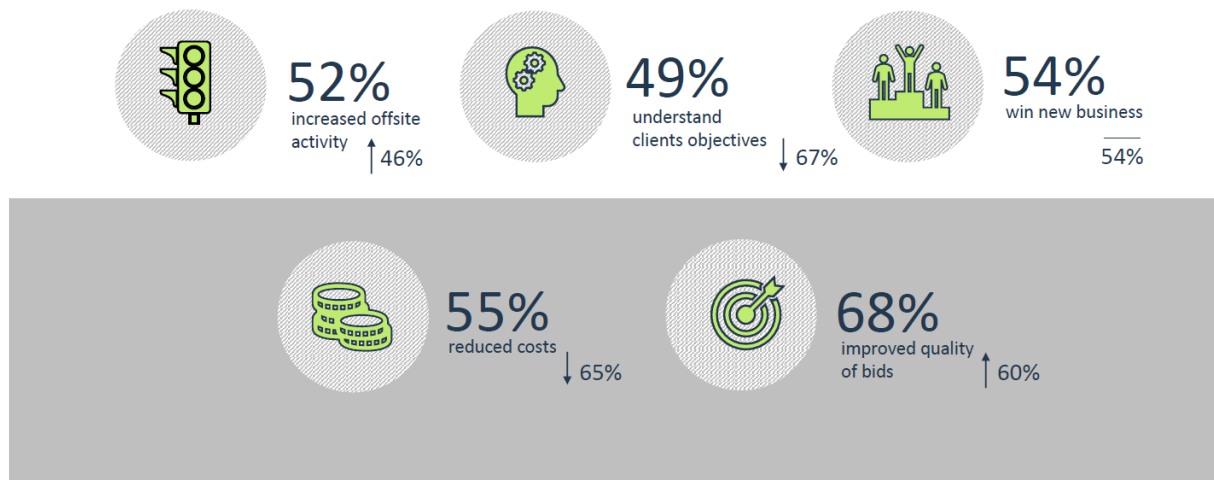
IMPACT ON BUSINESS PROCESSES

SINCE JOINING THE SCHOOL HAS YOUR ORGANISATION IMPROVED YOUR . . .



IMPACT ON BUSINESS OUTCOMES

Offsite School active members



5. DfMA overlay to RIBA Plan of Work

Attendees agreed progress was good and specifically suggested:

1. Need to include a commentary on PMV in the overlay.
2. Need to include a commentary on MMC categories and how they might be used more widely than housing.
3. Need to add design freeze to the “roles” timeline that Nigel Ostime presented

Actions:

1. IH to send the report to go out to this group next week.
2. Group to read the doc circulated, make comments, get those back to Ian by 18th June
3. Any other case studies to Ian – deadline 18th June

4. Nigel – commentary around PMV to the report, add design freeze to timelines

6. Offsite training needs assessment

Dave Emery reported back from the sub-group that has been working on the TNA. This is aiming to capture individual and corporate maturity and produce an appropriate suite of learning materials for individuals based on their understanding.

We currently have a 1-5 rating system for each piece of knowledge, and the working group have produced a matrix with more detailed maturity statements.

Agreed:

Topics agreed as:

- **Management Capabilities:** leadership, collaboration, procurement, industrialisation and business case
- **Design for manufacturer & assembly;** Digital Design, DfM, DfA, DfMA overlay to RIBA PoW, Offsite Construction Systems, Client Drivers of DfMA
- **Offsite manufacture;** Market analysis and supplier appraisal, Where to assemble, Product standards and processes, Product standards and processes, Digitally enabled manufacture.
- **Logistics;** Site suitability for offsite solutions, Material handling design, Demand management, Offsite transportation, Digital enabled logistics.
- **Onsite Assembly;** Lean construction; Digitally enabled onsite assembly, Operative competencies, Buildability, Warranties and assurance
- **Use & maintenance;** Operation, Repair & Obsolescence, End of life, digitally enabled FM

Maturity definitions agreed as;

- **Minimal Knowledge**
- **Understands the basics** - Pockets of good practice emerging across the business.
- **Embedded** - Driving best practice across the organisation.
- **Advanced** - Delivering best practice across the organisation.
- **Leader** - Driving best practice across the industry.

Actions:

1. Callout for resources – contact Dave if you have anything that can help someone understand the topics and sub-topics.
2. Dave to finish matrix draft over the next 2 weeks, 11th June for internal review and then circulation to this group by 18th June.
3. All to comment by 30th June.
4. Dave will then incorporate into final version for sign off.
5. Once signed off the matrix will be prioritised against trade categories and learning resource matched to the maturity statements against each topic, this allows for production of the automated learning plans.
6. The new matrix will go live in early September to coincide with the launch of the RIBA POW DfMA Overlay.

8. AOB

Date of next meeting (s)

Via Zoom, 8th September 10-12