

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), Ian Dewar (Laing O'Rourke), Alex Watson (Telford Homes), James Callaghan (VGC), Kevin Morrissey (HE Simm), Peter Kelly (ISG), Mark Griffin (NG Bailey), John Handscomb (Kier).

Apologies: Jim Taylor-Rose (Vinci), Alex Gosney (Laing O'Rourke), John Hannan (VGC).

1. Introductions

Ian Heptonstall opened the session. The notes from the last meeting were discussed and no comments or further actions were created.

2. Supply Chain Sustainability School – Q2 2019 Update

Ian presented the Q2 Key Performance Indicators (KPIs) for the offsite topic and demonstrated performance against the business plan (see table 1). Those deliverables that are in progress are expected to be carried out in Q3, as the offsite project has multiple workshops planned for that quarter. Assessments and re-assessments are expected to increase with the launch of the new website on Tuesday 8th October. Additionally, the engagement of designers is expected to increase in Q3, as there are two specific designer courses scheduled for the offsite project.

Deliverables Target	Q1 (Actual)	Q2 (Actual)	Q3	Q4	Total
Active companies	175 (299)	175 (194)	150	100	600
Supplier days / briefings (Combined with Infra, Construction, Wales or Scotland) (Average of 75 learners, target 100)	1 (2)	0 (0)	1	1	3
Training workshops – engagement or topic based (Average of 20 learners)	2 (3)	2 (1)	2	2	8
Training workshops – piloting of new courses (Average of 10 learners)	0 (0)	4 (0)	6	4	14
Learners @ training	105 (133)	80 (18)	175	155	515
Development of new short duration courses	0	2 (in progress)	3	2	7
Development of new e-learning courses	0	4 (in progress)	0	3	7
Updating e-learning content	0	4 (in progress)	5	4	13
Active Designers	35 (19)	75 (50)	120	150	150
E-learning downloads (Must be the Offsite or Mgt e-learning)	150 (217)	150 (329)	150	150	600
Marketing campaigns to Offsite "Community" (# of emails per quarter – not event related.)	10 (6)	10 (13)	10	10	47
Assessments	40 (13 Offsite + BIM: 5 + Mgt: 27)	40 (27)	40	30	150
Re-assessments	10 (3 Offsite + BIM: 1 + Mgt: 3)	10 (9)	15	15	50
Quality of learning	(91%) 95% excellent or good				
Relevance of learning	(89%) 80% excellent or good				
Impact of learning	(67%) 80% excellent or good				

Table 1: Offsite topic Q2 2019 KPIs

It was suggested that designer engagement is increased from mainly architects to also include M&E designers. Similarly, engagement should be increased with institutions such as RICS, RIBA and CIPS. If members have contacts within these institutions that would be willing to assist increase engagement, please let Imogen know (Imogen@supplychainschool.co.uk).

Action: At the next leadership group meeting in January, the business plan for the year must be discussed. Actions for increasing engagement with other designers (including M&E) and institutions should be established.

Ian informed that Oxford Brookes university are currently developing a year-long offsite module within their architectural course. Should anyone wish to attend the development meeting in discussion, please let Ian know (Ian@supplychainschool.co.uk) who can provide you with more information.

3. Training and Events

Ian detailed the current training and events planned for Q3. This includes:

- 7th October: HE Simm Lean Construction – Assembly
- 16th October: Breakfast briefing (non-residential)
- 17th October: Design pilot course #1 for offsite project
- 18th October: Design pilot course #2 for offsite project
- 6th November: Procurement pilot course #1 for offsite project
- 7th November: Procurement pilot course #2 for offsite project
- 11th November: Logistics pilot course #1 for offsite project
- 12th November: Logistics pilot course #2 for offsite project
- 12th November: DfMA in Water Industry
- 20th November: Offsite in Wales

In order to achieve Q2 KPIs, one more workshop must be scheduled for this quarter. Should any members wish for the school to run a workshop at their organisation and upskill their supply chain, please let Imogen know (Imogen@supplychainschool.co.uk). Alternatively, if members have recommendations or requests for a workshop on a specific offsite topic, please let Imogen know.

4. New School Website

Ian demonstrated the new school website on the beta platform, and informed that the real version will go live on Tuesday 8th October. Ian provided an overview of partner dashboards, resources and events, assessments and action plans, priority supplier lists and common suppliers. Please see the agenda and pre-read presentation for a detailed description of new features on the school website. Webinars and workshops aimed at upskilling partners to understand and efficiently use the website are available, please email Emily McBride, Marketing Manager, for more information (Emily@supplychainschool.co.uk).

Should any members review any resources and note any changes or recommendations, please let Imogen know. Additionally, should members find new and relevant offsite resources that are not currently in the resource library, please let Imogen know so that they can be added to the library. For example, this could include videos, documents and presentations.

5. Monitoring Impact

Ian provided an overview of the School's 2019 sustainability impact survey and associated results. This survey was completed by approximately 1000 members of the School and provides a good understanding of where efforts should be focused and how to improve the School. The aim is to complete a similar survey, focused specifically on offsite impact. It was mentioned that the Construction Industry Council have previously been using Pre-Manufactured Value (PMV) and site labour reduction as two proxies for offsite uptake and impact.

It was agreed that the School team develop a question set based upon the feedback of Partners in the meeting. *(Since the meeting the School team has drafted these questions in line with the current format of the survey).*

The current survey has **Section 3.0 Impact of the School on your business processes.**

<p>1. Which of the following best describes your organisations' primary business function:</p> <ul style="list-style-type: none"> <input type="radio"/> Design <input type="radio"/> Manufacturing <input type="radio"/> Logistics <input type="radio"/> Assembly <p>2. Has your organisation improved your <i>manufacturing</i> processes in the last 12 months? Yes / No (Question changes depending on answer to 1 with manufacturing being replaced with Logistics / DfMA / Assembly)</p> <p>3. To what degree has the School helped achieve these improved processes? Strongly agree, Agree, Neither agree or disagree, Disagree, Strongly disagree</p> <p>4. Engaging with the School has helped us to increase the value of offsite construction?</p> <p>5. Do you have any other feedback or information you would like to provide? <i>(Free text)</i></p>
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Offsite Project Training Materials Update

Dave Emery, project manager for the offsite project, provided an overview of project progress (see table 2). Training materials for all work streams are currently being developed, with pilot courses scheduled for the design, procurement and logistics workshops so far.

Table 2: Offsite project progress

Activity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Offsite fundamentals							Final			
Offsite sectors							Final			
Design	Draft	Pilot x 2		Final						
Procurement	Peer review 2	Draft	Pilot x 2	Final						
Logistics	Peer review 2	Draft	Pilot x 2	Final						
QS \ Cost		Peer review 2	Draft	Pilot x 2	Final					
Project Mgt	Peer Review 1	Peer review 2		Draft	Pilot x 2	Final				
Site Mgt & Assembly	Peer Review 1	Peer review 2		Draft	Pilot x 2	Final				
E-learning update		2	2	2	2	2	2	2		
Train the Trainer (10)		Diagnostic			Cohort 1	Cohort 2	Cohort 3	Cohort 4	Cohort 5	Cohort 6

Action: Dave to circulate information on remaining case studies that the project needs, so that members can provide specific case studies.

Action: Members to let either Dave (David@supplychainschool.co.uk) or Imogen know if they have any colleagues or contacts who would be interested in completing the trainer course. The trainers will use the offsite learning materials that are currently being developed.

Dave informed that originally all courses were intended to be short courses of a few hours. However, since industry peer review sessions have taken place, it would more effective for the courses to be one full day course. This will allow the appropriate content to be covered and taught, without time constraints. Industry peer review sessions have also indicated that the 'Site Management' and the 'Assembly' courses contain a significant amount of core competency and content overlap, and that it would be more appropriate to combine the topics into one course. The room also agreed that this would be best practice.

6. School – New Activities

Ian provided an overview of other school activities, namely the category groups: Labour, Plant, Waste, Carbon and Wellbeing. All have regular category group meetings and are making progress to identify best practice and possible new standards.

Procurement and digital leadership project activity and new training materials were also discussed. For procurement, there will be five levels of training courses aimed at different knowledge levels. A training needs assessment will also be established to identify which level course is most appropriate to the learner. If anyone would like more information on these projects, please email Ian (Ian@supplychainschool.co.uk) for more information.

Action: Ian to circulate the list of people who will be attending the first digital leadership meeting. If members would like to join or know of colleagues that would like to attend, please let Ian know.

8. AOB

Action: Ian to circulate details of the schools in Wolverhampton that were designed and built in a Passivhaus style.

Action: January's meeting should focus on establishing the business plan for the following year.

9. Next Meeting

The next meeting will be held on:

Wednesday 15th January 2019 – 10:00 – 12:00

These are scheduled to be held at Marshalls Design Space, London.