

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), Kevin Morrissey (HE Simm), Peter Kelly (ISG), Mark Griffin (NG Bailey), John Handscomb (Kier), Andy Carroll (Laing O'Rourke), Alan Clucas (Laing O'Rourke), Andrew Day (Telford Homes), Geoff Fawkes (McAvoy), Tom Wilson (Pye Tait), Dominic Coyne (Build Space), Ernie Price (HE Simm).

1. Introductions

Ian Heptonstall opened the session. The notes from the last meeting were discussed and Ian informed that the School impact survey is now live. Ian provided an overview of the Digital Leadership and the Procurement projects. The digital project links to BIM and digital technologies, with a focus on the skills needed to deliver change. The project will look at two case studies: Thames Tideway and Skanska's supply chain. Six pilot courses will be run by June 2020 and the project will be rolled out to SME's over the next two years. The procurement project aims to improve the quality of procurement and link procurement to improved productivity.

Ian also provided an overview of the carbon special interest group and the upcoming rollout of the carbon sustainability tool. The tool can be used by School Partners to drive the reporting carbon emissions within their supply chains and will be rolled out from April 1st.

Action: Partners wanting to get involved in the Digital, Procurement or Carbon projects to contact Ian

2. Supply Chain Sustainability School – Q3 2019 Update

Ian presented the Q3 Key Performance Indicators (KPIs) for the offsite topic and demonstrated performance against the business plan (see table 1). It was suggested that contact be made with Design Offsite to continue to get more designers involved. Most designers involved currently within the School are architects, therefore it would also be beneficial to get M&E and other designers involved. It was decided that this would be a key target of the next year's business plan.

Table 1: Offsite topic Q3 2019 KPIs

Deliverables Target	Q1 (Actual)	Q2 (Actual)	Q3 (Actual)	Q4	Total
Active companies	175 (299)	175 (194)	150 (291)	100	600 (784)
Supplier days / briefings (Combined with Infra, Construction, Wales or Scotland) (Average of 75 learners, target 100)	1 (2)	0 (0)	1 (2)	1	3 (4)
Training workshops – engagement or topic based (Average of 20 learners)	2 (3)	2 (1)	2 (4)	2	8 (8)
Training workshops – piloting of new courses (Average of 10 learners)	0 (0)	4 (0)	6 (6)	4	14 (6)
Learners @ training	105 (159)	80 (18)	175 (219)	155	515 (396)
Development of new short duration courses	0	2 (complete)	3 (in progress)	2	7 (2)
Development of new e-learning courses	0	4 (in progress)	0 (1 complete, 3 in progress)	3	7 (1)
Updating e-learning content	0	4 (complete)	5 (in progress)	4	13 (4)
Active Designers	35 (19)	75 (50)	120 (81)	150	150 (81)
E-learning downloads (Must be the Offsite or Mgt e-learning)	150 (217)	150 (329)	150 (?)	150	600 (546 + Q3)
Marketing campaigns to Offsite "Community" (# of emails per quarter – not event related.)	10 (6)	10 (13)	10 (12)	10	47 (41)
Assessments	40 (13)	40 (27)	40 (7 corporate) (82 individual)	30	150 (129)
Re-assessments	10 (3)	10 (9)	15 (5 corporate) (12 individual)	15	50 (29)
Quality of learning	(91%) 95% excellent or good				
Relevance of learning	(89%) 80% excellent or good				
Impact of learning	(67%) 80% excellent or good				

Action: Ian to ensure set up of QS and M&E sub-groups included in business plan

3. Construction Assembly & Installation Operative Trailblazer Apprenticeship

Alan Clucas provided an overview of Laing O'Rourke's apprenticeship scheme. The Level 2 apprenticeship for a Construction Assembly and Installation Operative scheme will comprise:

- A set of core skills required across the industry
 - Health & safety, reading & interpreting drawings (including digital), temporary works, connections, select & use of correct materials, quality, documentation and housekeeping
- A set of optional skills covering specialist requirements for the following sectors
 - Precast concrete
 - Timber frame
 - Permanent modular construction
 - Temporary modular construction

The scheme would require a national coverage of colleges and institutions available to host the learning. It was suggested that the apprenticeship schemes could use the resources on the School website to guide the learning. Should anyone wish for further information on this apprenticeship, or to provide Alan with information regarding apprentice information within their own organisations currently, please contact AClucas@laingorourke.com

Action:

1. It was agreed that the School should include in the business plan a series of workshops to encourage employers and colleges to work together to establish the apprenticeship.
2. It was agreed that Ian should meet with Build Offsite to try and organise a joint approach.

4. Progress on developing training materials

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 course content has been created for 5/6 modules, with the pilot courses complete for 2/6 modules. The final logistics and final quantity surveyor pilot courses are being held week commencing 20/01/20. Video content and e-learning are also being updated. It was suggested that the finished e-learning are circulated to members of the leadership group once complete, for peer review. Ian informed that the 'Quality' e-learning modules are being updated by the Get it Right Initiative.

Table 2 Offsite Project Training Materials Progress

Activity	Developer	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Offsite fundamentals	Ken						Final				
Offsite sectors	Ken						Final				
Design	Ken	Draft	Pilot x 2		Final						
Procurement	Steve	Peer review 2	Draft	Pilot x 1	Pilot x 1	Final					
Logistics	Dave	Peer review 2	Draft		Pilot x 1	Pilot x 1 Final					
QS \ Cost	Steve		Peer review 2	Draft	Pilot x 1	Pilot x 1		Final			
Project Mgt	Stuart	Peer Review 1	Peer review 2		Draft	Pilot x 1		Final			
Site Mgt & Assembly	Dave	Peer Review 1	Peer review 2			Draft	Pilot x 2		Final		
Video content	Imogen			Filming	Filming	Editing	Final				
E-learning update				2	2	2	2	2	2	2	
• Module 1	Wendy/ Amie			DfMA (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 1	Cohort 2	Cohort 3	Cohort 4	Cohort 5	Cohort 6

Action: Circulate modules to leadership group when finished to allow them to peer review content

5. Offsite business plan 2020-2021

Ian provided an overview of the Board's strategic priorities, the key requirements from leadership groups and budget recommendations. The Board would especially like more qualifications certified as well as a greater ambassador network.

Within last year's priorities, a CEO Briefing Paper was mentioned but then not classed as a priority. The group decided they would in fact like this to be a higher priority and that the briefing paper should provide an overview of what the School does and can do for partners. This narrative can then be used within organisations to further their knowledge of the School and to be used within board reports as a marketing tool for the School's capabilities and functionalities.

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

Actions:

1. 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.
2. Finalise business plan and circulate.
3. Draft CEO briefing paper ready for next meeting.
4. Should any members have any other priorities, please let Imogen know (Imogen@actionsustainability.com)

8. AOB

Action: Ian to engage with Dave Sinclair to see if the RIBA Overlay needs rewriting as a result of the updated RIBA plan of work.

Action: Members to let Dave Emery know if they know of any site managers within their organisations that could provide input into the site management module of the Offsite Project.