

Attendees: Jim Taylor-Rose (VINCI), John Handscombe (Akerlof), Graham Cleland (Countryside), Andy Higson (Saint Gobain), Martin Turner (CITB), Sarah Coughlan (Social Value Portal), Matthew Badger (Environment Agency), Elizabeth Cook (Akerlof), Monica Ferguson (Costain), Warren Edwards (Laing O'Rourke), Kevin Morrissey (HE Simm), Marcus Bennett (CITB).

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

Apologies: Andrew Day (Telford Homes), James Cowell (Elliott), Mark Buckle (Tilbury Douglas), Dominic Coyne (Build Space), Mark Worrall (LCint)

1. Introductions

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

JH – Akerlof have been conducting work on [decarbonising concrete](#) – agreement to present to the group on this at the next meeting and run a webinar for the School.

GC – Countryside are happy to host a site visit early in the new year to demonstrate, it was agreed that COVID allowing we'll have the March 2022 meeting at the new factory with a factory tour included.

SC - Anyone interested in discussing social value as pertains to offsite should get in touch. We will add this to our agenda for next LG meeting and have a deeper discussion about this. Also agreed that it would make an interesting webinar on the SV implications of Offsite solutions.

Actions

NP and GC to organise the site visit in March and invite the group.

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 on track to meet targets (green) or have been met (blue), the only exception being company assessments.

Figure 1 Progress against KPIs

Deliverables Target	Q1	Q2	Q3	Q4	Total	Total to 8.9.21
Business Bytes (Target 100 attendees)	1	1	1	1	4	2
Training workshops (Average of 15 learners)	3	4	4	3	14	7
Webinars (Average of 100 learners)	2	2	2	2	8	4
Learners @ training (Number of individuals attending training and webinars)	115	130	130	130	505	590
Active companies (Companies currently learning about offsite; to end April)	250	225	175	100	750	600
E-learning downloads (Offsite or Mgt)	500	500	500	500	2000	1187
E-marketing campaigns (Monthly market news)	3	3	3	3	12	6
Assessments and re-assessments (Individual)	85	85	85	85	340	154+24
Assessments and re-assessments (Company)	30	30	30	30	120	12+6
Learning pathway enrolments	No target					127

Training type	When	Type	Learners	Quality (Excellent or good) Target: above 95%	Relevance (Very or mostly) Target: above 80%
Offsite fundamentals	15.4.21	Workshop	27	75%	63%
Offsite logistics	4.5.21	Workshop	14	100%	100%
Net Zero Carbon Homes – Does offsite construction provide a solution?	25.5.21	Business Bytes	112	83%	75%
Tales from an offsite project manager	4.6.21	Lunch n Learn	17	66%	66%
Offsite for Designers	11.6.21	Workshop	17	80%	60%
Construction Playbook	15.6.21	Lunch n Learn	111	84%	73%
Tackling the retrofit challenge through Smart Construction	22.6.21	Business Bytes	103	100%	94%
Offsite for Project Managers	13.7.21	Workshop	19	88%	75%
Construction Playbook: An Offsite Response	20.7.21	Lunch n Learn	87	67%	50%
Offsite Fundamentals	4.8.21	Workshop	18	83%	67%
Digital innovation in offsite construction	16.8.21	Lunch n Learn	39	80%	80%

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

Goal to increase relevancy ratings of training sessions for the coming quarters.

The group discussed possible future training sessions. Key themes to be developed are:

1. Decarbonisation and social value (could bring in Akerlof's work on concrete here?)
2. Social Value and Offsite
3. Best practice managing material/resource availability, inflation, forecasting, supplier relationships
4. Golden thread of data. Manufacturers having the right models and link to BS19650 – GC could help with this, could run with the digital school, and/or fit into the planned DfMA Overlay lunch n learn in early November
5. Behavioural change, nudge theory, collaboration

Regarding webinar 3 the group discussed managing resource availability in the current context. JH would be willing to lead this with support of others. Price increases around timber and steel currently posing an issue (AH). Thinking on a project-by-project basis can be a problem – issues raised in the farmer review (GC).

DE mentioned that yesterday's Offsite for QS and CC workshop was successful and invited all leadership group members to put themselves forward if they feel they could help co-run any workshops in future.

Actions

- NP to integrate these into the programme and lead on arranging dates and developing content with speakers.
- NP to circulate slides from the Offsite for QS and CC workshop to the group alongside the minutes.

- All to let NP know if they would be interested in helping to run Offsite for Site Managers, Offsite Fundamentals or Offsite Logistics workshops in Q3/4

4. DfMA overlay to RIBA Plan of Work

Ian ran through the final draft of the DfMA Overlay to be launched on the 15th, including case studies, optioneering, and roles.

GC raised the idea of connecting the DfMA Overlay to ISO 19650 work - architects should be able to use bespoke digital objects in Revit from the manufacturer. Digital libraries are referenced in the overlay but possibly more work needs to be done. KD suggested this could be included in an upgraded Designers workshop? Procurement strategies important - understanding what needs to be standardised.

DE mentioned BIM4M2 but cannot find these resources – to investigate.

Actions

All to let DE know if they can find the BIM4M2 resources.

5. Offsite training needs assessment

DE reported on progress towards creating the new 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 have now produced a matrix with more detailed maturity statements.

The next step is to link the maturity statements to specific resources, so that those who complete it are directed to resources which match their level and knowledge gaps. 30 areas, 5 levels of competency – so at least 300 resources needed to be mapped.

E-learning modules are generally more highly rated and videos less highly rated. If the job function is known then questions that are not appropriate will be hidden.

MF mentioned that clients have been asking for this kind of resource so it comes at a good time.

Actions

NP to share the link to the google sheet with the minutes

All - please add comments to cells with any resources you may have, that can be added to the resource library and linked to the assessment. These could take the form of up to date case studies, documents, videos, web links.

IH to get back to Laura Hobbs @ BAM Nuttall who chairs the construction procurement leaders CIPS group to let them know our progress as they were looking for a tool to assess suppliers.

6. AOB

EC – behavioural science approach

AH – will work on sending material for the e-marketing campaigns and case studies

Date of next meeting (s)

Offsite Leadership Group Meeting

08.09.21



Via Zoom, December 1st 10-12

NP and IH to select dates for the upcoming calendar year. March meeting at Countryside new factory.

Summary of action points

NP to circulate meeting minutes and include:

- Learning Pathway instructions and link
- Spreadsheet for the TNA
- Slides from QS and CC