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# The Built Environment Working Group Terms of Reference

## Role/Purpose

The role of the Built Environment Working Group is to support clients, contractors, manufacturers and product suppliers participating in the delivery of buildings and infrastructure by providing advice to enable them to shift from traditional development and construction models to greater use of pre-manufacturing to unlock the potential of industrialised construction. The transition will also help reduce embodied and operational carbon within the built environment.

The Group will promote the use of smart, precision manufactured solutions encouraging Buildoffsite members to deliver improved construction outcomes and better quality in less time. The desired outcomes are more sustainable developments with lower carbon footprints and better cost certainty.

## Term

This Terms of Reference is effective from (*date to be agreed*) and continues for one calendar year when it will be reviewed and updated if necessary.

## Membership

A unique and vital aspect of the Group will be its membership: members will have the opportunity to inform others and learn about potential offsite solutions, network with organisations committed to adapting to a new way of working and, crucially, have a voice to shape improvements in the wider supply chain and influence government policy.

Working Group members will include:

* Manufacturers and Suppliers producing MMC Category 1,2 3 & 5 components & assemblies.[[1]](#footnote-1)
* Clients and Construction companies committed to or interested in implementing Offsite methodology and an Offsite philosophy.
* Companies carrying out research and challenging preconceptions.

Offsite solutions and options for the Built Environment are incredibly diverse therefore the Working Group will include Sector Focus Groups for members to identify with. The focus groups will take all aspects of new-build, refurbishment and repurposing into account in the following sectors:

* Residential – Houses, Flats, Hotels, Hostels, Single Living Accommodation & Prisons.
* Commercial – Offices, Retail & Industrial.
* Non-Commercial – Healthcare, Education, Leisure, Justice, Defence & Infrastructure.
* Infrastructure – Road, Rail, Sea & Air.
* Utilities – Water, Power, Communications & Gas.

*Note – List of focus groups is provisional for discussion & agreement*

## Objectives

To be discussed drawn up at a Hub meeting for discussion and agreement by members, for example:

* Fostering collaboration between Group members and other parties interested in pre-manufacturing and offsite construction,
* Endeavouring to remove obstacles preventing the increased use of Offsite and MMC methodology.
* Maintaining focus on the overarching objectives of BuildOffsite.
* Seeking to influence factors outside the Hub’s control that are critical to its success.
* Participating in events to share knowledge and foster a smart way of working.
* Collaborating with CIRIA in the furtherance of researching and publishing papers and standards on topics relating to Offsite, MMC and Carbon Reduction.

## Administration

A small steering group comprised of x members will take responsibility for programming, organising, and managing Group events. Members of the steering group will commit to:

* Attending scheduled Hub meetings and events.
* Wholeheartedly championing the Group within and outside work areas
* Sharing communications and information across all Hub members and the wider Buildoffsite membership
* Making timely decisions and taking action so as not to hold up the organisation of online or face2face events.
* Notifying members as soon as practical of any matters which may seriously impact on their own or Hub activities.
* Seeking suggestions and ideas from the members for topics to researched and publicised.

The Executive Director BuildOffsite will expect:

* To be alerted to any serious policy issues likely to impact on the membership activities of the Group.
* Make decisions on the Group’s financial expenditure
* To attend or be provided with a regular update on Working Group activities.

## Governance

Steering committee and Working Group meetings will be chaired by a Buildoffsite member (*name & company*)

A quorum for steering committee meetings will be 5 Buildoffsite members(*number*)

Decisions will be made by majority vote if needed with the chair having a casting vote or making final decisions.

Meeting agendas and notes will be provided by (Ken Davie, Built Environment Group Industry Advisor)

Steering committee meetings will be held quarterly online if not coinciding with a face2face event.

## Modification of Variation

These terms of reference may be amended, varied, or modified with the agreement of the Working Group members at any time.

1. Modern Methods of Construction Definition Framework – MHCLG Joint Industry Working Group 2019 [↑](#footnote-ref-1)