



STEERING GROUP MEETING

9th FEBRUARY 2017
(10.00am – 11.00am)

venue

**Spalding Golf Club
Surfleet
Lincolnshire
PE11 4EA**

AGENDA

- **APOLOGIES**
 - **MINUTES OF LAST MEETING**
 - **MATTERS ARISING**
 - **CITB UPDATE (CAROLE JONES)**
 - **APPRENTICESHIPS**
 - **TRAINING SCHEDULE**
 - **EVENTS & ACTIVITIES**
 - **NEW MEMBERS**
 - **ANY OTHER BUSINESS**
- **MEMBER SUPPORT SESSION / SKILLS & TRAINING FUND - MINI WORKSHOP (CAROLE JONES - CITB ADVISOR)**

Please send apologies to:

E-mail: stevetaylor@slgta.co.uk or via mobile telephone number 07732 360202

Minutes of the SLGTA – Steering Group Meeting 09.02.17 (10.00am – 11.00am)

Venue: Spalding Golf Club Surfleet, Spalding, Lincolnshire. PE11 4EA

Barbara Mehew – SLGTA Chairman / **Princebuild Ltd**
Emma Goldsmith – SLGTA Vice-Chairman / **K Goldsmith & Daughters Ltd**
Steve Taylor – SLGTA Training Officer / SLGTA Secretary
Carole Jones – CITB Advisor Greater Lincolnshire
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**
Paul Dexter – **Messenger Construction Ltd**
Lee Driver – CITB Apprenticeship Officer
Chris Jones – **LCJ Building Services Ltd**
Chris Taylor – **MWC Group**
Moira Lewis – Arion Training
Ross Grant – **Grantham Ceilings & Interiors Ltd**
Richard Chambers – Boston College
Louise Griffin – Boston College
Karen Adams – AASTS
Rachel Sumner – **Westholme Plant Hire Ltd**
Ian Randall – LGTA
Mel Reid – Cathedral Training

➤ **Apologies:**

Jenny Robson –Treasurer
Lynne Allison – CITB Local Manager
Cheral Sissons – **Lees Scaffolding**
Sarah Rout – **KDH Projects Ltd**
Jon Portess – **ST Portess & Sons**
Shirley Tinkler – **George Barnsdale & Sons Ltd**
Gary McPartland – New College Stamford
Richard Brickwood – New College Stamford
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**
Robert Speakman – **Aarsleff Ground Engineering Ltd**
Ken Smith – **Hydrogrit Ltd**
Joshua Brown – **Trinity Steel Ltd**
Michelle Gayton – **Taylor Pearson Construction Ltd**
Julie Drakard – **D Brown Building Contractors Ltd**
Nancy Evans – **Vere Bros (Contractors) Ltd**
Deborah Ledbrook – **Manorcrest Homes Ltd**
Hayley Rudkin – **Orchard Builders Ltd**
Emma Crawford – **Fabrications & Buildings Ltd**
Nick Houlden – **Newman Moore Ltd**
Debbie Whaley – **JMAW Groundwork & Buildings Ltd**

➤ **Minutes of the last meeting:**

The minutes for the Steering group meeting held on 1st December 2016 were agreed to be a true record of the meeting; Proposed Chris Jones – LCJ Building Services and Seconded by Deb Ward – JT Ward Joinery Ltd

- **Matters arising:** Barbara Mehew detailed the action points of the previous meeting;

Training schedule

- **Scaffold management course overview**, now circulated by Steve Taylor – workshop set up for 23rd March 2017 (12.30 – 16.30) @ Peterborough FC cost to members £50/person 5 places left
 - **NEBOSH (Construction)** enquiry, Boston College Louise Griffin provided the following feedback;
We have been looking into this but need to seek accreditation/approval to deliver as a centre. We are also looking into the content and the requirements of the qualification as to who can deliver and if they need and re-training beforehand. Therefore I doubt we will be able to get anything off the ground this academic year.
 - **2017 Training Schedule** to be distributed by Steve Taylor - completed
- **CITB Update:** Carole Jones provided an update on the following;
- **2017 Flexible (Skills & Training) Fund** – The window for applications is now open and is covered in the mini-workshop session after today's meeting
 - **Open Doors** – a unique chance to see behind the scenes at major 'live' construction sites across England, Scotland and Wales
<http://opendoors.construction/>
 - **Levy Proposal** – CITB is to begin its consultation with industry on a new Levy offer which would see an across the board reduction in the Levy for all firms to fund a new more relevant offer for industry and a reformed grants scheme. The proposal would see the PAYE Levy on the direct workforce cut from 0.5% to 0.35%. There would be no change in the net (CIS) Levy charged at 1.25% on the subcontract workforce.
<http://www.citb.co.uk/news-events/uk/2017/citb-unveils-levy-proposal/>
 - **Save the Date - Construction Employer Forum, Tuesday 21st March 2017, Newark.**
This event is open to in-scope CITB registered employers only. Topics to be covered include the above CITB Levy Proposal and Apprenticeship Funding Reform. Further details / booking option to follow shortly.
 - **Buildforce** - an industry-led initiative launched to encourage service leavers and veterans into careers in the UK construction sector. Funded by CITB, Buildforce aims to help reduce construction skills gaps by helping ex-military personnel – through mentoring, work placements and training – into worthwhile careers
<http://www.citb.co.uk/news-events/uk/2017/citb-funded-initiative-to-help-ex-military-personnel-into-construction/>
<http://buildforce.org.uk/wp-content/uploads/sites/13/2017/01/BF-Industry-Info-Pack-160117.pdf>

➤ Apprenticeships:

CITB Apprenticeships Officer Lee Driver provided an update.

Unable to undertake any further 'sign-ups' of apprentices until September 2017. CITB are looking at a 'Quality First Process' for attracting the right apprentices into the industry, tracking applications, re launching the Experience Construction Programme for 2017. The new apprenticeships remove existing limitations on age and prior qualification. Indeed an apprentice with an existing set of skills will be able to undertake another apprenticeship if the skill set are different to those previously attained.

Lee commented on performance in our area - CITB Apprenticeships Achievements (Region 2)

- Level 2 - 72%
- Level 3 – 85%

The National average for all levels was 67%

There are still a lot of 'grey' areas with regard to the format of funding; Steve Taylor detailed that CITB had released a January 2017 **Apprenticeship levy factsheet** ([click here](#)) which although of assistance still leaves a lot of areas that require more clarity.

It is hoped that more workshops to support industry understanding will be forthcoming. Richard Chambers of Boston College provided information of an Apprenticeship update that is being held at the College on the 21st February and 8th March. See **Appendix 1 - Apprenticeships 'Find out more' evening**

As usual for any apprenticeship enquiries please contact Lee directly (07788 995504) he will be able to provide details of the nearest approved training provider, the format of the training (day release / block release) and the funding that can be accessed through CITB. Block release can attract some additional funding for accommodation / travel etc...

➤ **Training Schedule:**

An update on last years training and the courses provided/planned for 2017 was provided by Steve Taylor.

The final totals for 2016 were;

- | | |
|--|-------|
| • Total number of delegate training days delivered | 324.5 |
| • Total number of delegates receiving the training | 392 |
| • Number of courses run | 80 |

To further increase the engagement of our members with training was a clear objective in 2016, which was achieved.

- 2015 – 77% of members accessed training planned/organised by the SLGTA
- 2016 – 82.5% of members accessed training planned/organised by the SLGTA

Training Course expenditure totalled £31,828

Our 5 main Training providers enabled us to pass on discounted savings of just over £5,300 to our members for the training delivered, providing good financial value as well the usual high levels of quality training. Positive feedback and evaluation remains high from our delegates who attend their training.

2017 – The Training schedule is once again quite comprehensive this year [click here](#) for the live weblink. Some courses (predominantly 'soft-skill' training) have been cancelled due to low take up, but the more mandatory Health & Safety type / Site Safety Plus suite of courses have been very well attended.

We currently have just over £11,500 allocated for the first quarter of the year, spread over 28 courses providing approximately 140 delegate training days

Courses we are currently looking at for the first time are;

- **Scaffolding for Construction Contracting – Managers & Supervisors course** – 23rd March 2017
this ½ day workshop is being held at Peterborough Football Club see **Appendix 2 – Scaffolding Management**
- **IEMA Environmental Management in Construction** this 3 day course is beneficial to anyone with Environmental responsibility, including Environmental Specialists, Contractors and Site Managers. If you have an interest in this training please contact Steve Taylor.

IMPORTANT REQUEST that any member who accesses training via another Training Group such as 'Line' or 'Convert Training' notifies the SLGTA as the £2,500 allocation Training Grant limit applies across multiple Training Groups. This means that the limit can be exhausted without SLGTA knowledge, the earliest SLGTA will be notified is when the claim to CITB is rejected. Please inform Steve Taylor directly with relevant information.

➤ Events & Activities:

Barbara Mehew provided a detailed overview of the events and activities planned for 2017. Multiple schools have been programmed for visits by SLGTA to their respective Careers Fair, Industry Days etc.. National Apprenticeship and Careers week are both operating from the 6th March through to the 10th March 2017. We already have activities booked in and are constantly looking to increase member participation. It is often noted that the recruitment of an applicant of the right calibre is very difficult, to engage directly with your local education provider can go a long way to assisting with that recruitment process.

During National Apprenticeships & Careers week, its great news that New College Stamford will be hosting the East Midlands Regional round of the World Skills Competition (see [Appendix 3](#)) where 6 Colleges will have their full-time students competing against one another. Both Boston and Grantham College will be attending along with a further 3 Colleges from the East Midlands. The SLGTA will be supporting the event along with the newly appointed CITB Industry Relations Director – Mark Noonan who will be a guest speaker. It is also fantastic that JT Ward Joinery, PrinceBuild & PrinceEnergy will be attending the event as judges / skills demonstrations.

Although the Boston Construction Skills event will not be running this year, a revised model is to be established for 2018 (the first of the planning meetings for this will take place later this month). Stamford Construction Skills event has been scheduled for the 9th & 10th November 2017 and will mirror last years delivery model. New links with The Skills Services have been established and it is hoped they will provide some additionality from the Peterborough and Rutland areas.

We have also established links with the Department for Work and Pensions Jobcentres and will be attending the forthcoming Boston and Spalding Jobs and Career Fairs. Please contact us directly if you wish to be involved or have job vacancies for which you are looking to recruit.

➤ New Members:

There have been no new applications for membership received since the last meeting;

A full list of SLGTA 'in-scope' members is detailed in [Appendix 4](#)

➤ AOB:

Barbara Mehew outlined that SLGTA are looking to pilot a CSCS support mechanism, it is hoped to provide a facility to aid the process of monitoring renewals/replacements and to help source appropriate training, testing and funding. This promoted a general group discussion regarding the CSCS system and processes, it was considered that there could well be a potential interest in a paid for service support. [Action Barbara Mehew / Steve Taylor](#) to develop further.

Barbara Mehew informed the Group that Princbuild have 2 entrants in the forthcoming FMB Apprenticeship Awards, for more information or detail please contact directly.

Emma Goldsmith shared that there is currently the opportunity to register with Lincolnshire Energy Switch, this is a process for Energy Suppliers to compete for the service provision. Please see the following web-link;

<https://www.lincolnshire.gov.uk/residents/community-and-living/lincolnshire-energy-switch/119121.article>

Chris Jones commented on the Wheels 2 Work moped scheme that has had a new influx of mopeds for hire, providing a solution to some of the transportation issues faced by potential employees in rural areas.

Please click the following link for more details: <http://wheels2worklincs.co.uk/>

Barbara Mehew thanked all those attending and before closing the meeting at 11.15 am – Steve Taylor to circulate minutes and date of the next Group meeting.

Following the meeting Carole Jones provided a mini workshop on the **2017 Flexible (Skills & Training) Fund** application process for more information or copies of the Application process Power Point presentation please contact Steve Taylor. More information can be accessed via the following link;

<http://www.citb.co.uk/funding/flexible-and-structured-funds/skills-and-training-funding/>

Appendix 1 – Apprenticeships ‘Find out more’



Employ an Apprentice

Last year 391 businesses employed an Apprentice with Boston College...

Is your business missing out?

Find out more

EMPLOYER events

Tuesday 21st February
5.00pm - 7.00pm

Wednesday 8th March
7.30am - 9.00am

boston:college
www.boston.ac.uk

How can Apprenticeships benefit your business?

- ▶ Train skilled, qualified and loyal staff
- ▶ Avoid expensive recruitment costs
- ▶ Increase productivity of your workforce
- ▶ Gain a competitive edge by addressing skills shortages
- ▶ Use government funding effectively to grow your business

"Our Apprentices are brilliant assets to the business. Not only do they bring new skills to the salon, they're keen, hardworking and motivated, so a real pleasure to work with."

SONJA FRANKOWSKI VIRTH
Owner - Love Hair



"Having an Apprentice has allowed us to mould skills and working methods to suit the company."

STUART SMITH
Engineering Manager
Fold Hill Foods



WHY CHOOSE Boston College?

TRUSTED, ESTABLISHED COLLEGE - we've been here for over 50 years! Many of our current employers were once Boston College Apprentices!

NO.1 Top Performing College in Lincolnshire.*

BESPOKE TRAINING - We can develop Apprenticeship Programmes to suit your business needs.

IT'S LOCAL - with campuses in Boston and Spalding providing excellent training on your doorstep.

WE OFFER A FREE ADVICE AND RECRUITMENT SERVICE and will advertise your job vacancy on the National Apprenticeship Vacancy website. *2014/15 Skills Funding Agency Achievement Rating

We are here to help ▲ ▲ ▲

Contact us: 01205 312242 or employers@boston.ac.uk
www.boston.ac.uk



Site Assessment & Training Services Ltd



Thursday 23rd March 2017 (12.30 – 16.30)

MANAGEMENT OF SCAFFOLDING FOR CONSTRUCTION CONTRACTING MANAGERS & SUPERVISORS

Ask yourself a couple of questions?

- If I need Scaffolding, surely I can just leave it to the Scaffolders to organize, erect & dismantle correctly after all they are the experts?
- If I look at the photo below, it looks OK to me to use?

Quite simply if you don't see the many problems with this scaffold, then you are leaving your Company open to all sorts of problems, you (The Scaffold Client/Contractor) are taking enormous risks & liability.



Surely I can just leave this to scaffolders - they are all competent if they say so & have been trading for a while?
You take on enormous risks if you assume this because many scaffolds are non-compliant with legislation-you use it & your workers are then at great risk which is your responsibility!

The purpose of this half-day training workshop is to enable Construction Contractors to appoint capable scaffolders, then order, manage & use scaffolding correctly as required by UK Regulations.

The resultant expectations being that Contractors who are "The Client" in this respect make sound decisions to ensure that the Public, Workers & Occupiers are not put at undue risk.

Course programme:

- Introduction & purpose
- Legislative & Industry standards applicable to "Duty Holders" regarding scaffolding
- Explanation of the Scaffold standards TG20:13 & SG4:15 including demonstration of NASC e guide
- Specifications, components & common terms
- Compliance sheets, examples of designs & method statement
- Fault finding -common faults, examples of good & bad practices- how to spot sub-standard installations
- Handovers, inspections & liabilities
- Vetting, approving & managing Scaffolders
- (NOTE: Consultation via Q & A will take place throughout)

CPD certification will be provided for this half day course which CITB grant aid can be claimed by eligible organisations. Examples of useful control documents used during the workshop will also be made available for delegates following attendance as added value to your company

Booking: Please note that places are limited, contact stevetaylor@slgta.co.uk (07732 360202) for more information or to reserve places. Workshop cost - SLGTA member £50/person, non-member £75/person

Venue: Noel Cantwell Suite, ABEX Stadium, London Road, Peterborough, PE2 8AL

EAST MIDLANDS SKILLS COMPETITION 15 MARCH 2017

VENUE: New College Stamford, Drift Road, Stamford, PE9 1XA



Bricklaying - Levels 1 & 2



Carpentry - Levels 1 & 2



Plumbing - All Levels



► Showcase your skills

► Win prizes

► Gain employability experience



GET INVOLVED:

Speak to your tutors
about taking part



New College Stamford
All round excellence

Appendix 4 – 2017 SLGTA 'In-scope' members

SLGTA MEMBERSHIP 2017 (‘IN-SCOPE’ COMPANIES)

Aarsleff Ground Engineering Ltd	Kier Building Maintenance (East)
ABC (Floors) Ltd	LCJ Building Services Ltd
Ambrey Baker Construction Ltd	Lees Scaffolding Services Ltd
Andrew Blades Building Services Ltd	M Watson Construction Ltd
Baker Plant Hire (Sleaford) Ltd	Manorcrest Homes Ltd
British Damp Proofing	Messenger Construction Ltd
C J Holmes & Son Ltd	Newman Moore Ltd
D Brown Building Contractors Ltd	Orchard Building Contractors Ltd
D Hatcher & Sons Ltd	Princebuild Ltd
Datum Install Ltd	RAM Construction
Foundations & Buildings Ltd	Reinforced Structures Ltd
G N Construction Ltd	Robert Woodhead Ltd
George Barnsdale & Sons Ltd	South Lincolnshire Scaffolding Ltd
Grantham Ceilings & Interiors Ltd	S T Portess & Sons
Hydrogrit Ltd	Taylor Pearson Construction
J T Ward Joinery Co Ltd	Toulson Carpentry & Joinery Ltd
J T Ward Joinery Kitchens & Bedrooms Ltd	Trinity Steel Ltd
JMAW Building & Groundworks	Vere bros (Contractors) Ltd
K Goldsmith & Daughters	Vickers Painter & Decorators
KDH Projects Ltd	Westholme Plant Ltd
KG Contractors (Eastern) Ltd	