



MEMBERS GROUP MEETING

20th September 2018

MEETING - (09.00am – 10.30am)

venue

**Boston West Golf Club
(Bunkers – function room)
Hubberts Bridge, Boston, Lincolnshire,
PE20 3QX**

AGENDA

- APOLOGIES
- MINUTES OF LAST MEETING
- MATTERS ARISING
- CITB UPDATE (CAROLE JONES)
- CITB FUNDING PROPOSAL (variation to use of funds vote)
- APPRENTICESHIPS
- TRAINING SCHEDULE
- EVENTS & ACTIVITIES
- NEW MEMBERS
- ANY OTHER BUSINESS

Please send apologies to:

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

Minutes of the SLGTA Group meeting 20th September 2018 (9.00am – 10.45am)

Venue:

Boston West Golf Club Hubberts Bridge, Boston, Lincolnshire. PE20 3QX

➤ Attendees:

Barbara Mehew – SLGTA Chairman / **Princebuild Ltd**
Wendy Mazzocchi – SLGTA Vice-Chairman / **JM Building Developments LLP**
Steve Taylor – SLGTA Training Officer / SLGTA Secretary
Carole Jones – CITB Advisor Greater Lincolnshire
Caroline Cunnington – **KDH Projects Ltd**
Sue Bentley – **Messenger Construction Ltd**
Janette Meeney – **Messenger Construction Ltd**
Paul Dexter – **Messenger Construction Ltd**
Lee Driver – CITB Apprenticeship Officer
Chris Taylor – **MWC Group**
Ian White – **Aarsleff Ground Engineering**
Steph Osborn – Arion Training
Jamie Ringsell – Essential Site Skills

Guest – Robert Smith – CITB Go Construct

➤ Apologies:

Jenny Robson – Treasurer
Emma Goldsmith – **K Goldsmith & Daughters Ltd**
Shirley Tinkler – **George Barnsdale & Sons Ltd**
Gary McPartland – New College Stamford
Richard Brickwood – New College Stamford
Matt Hamer – **HH Adkins Ltd**
Josh Russell – **HH Adkins Ltd**
Jon Portess – **ST Portess & Sons**
Deborah Ledbrook – **Manorcrest Homes Ltd**
Mark Buckle – **Wilbuck Scaffolding & Hire Ltd**
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**
Cheral Sissons – **Lees Scaffolding**
Ross Grant – **Grantham Ceilings & Interiors Ltd**
Chris Jones – **LCJ Building Services Ltd**
Karen Adams – AASTS
Ken Smith – **Hydrogrit Ltd**
Mel Reid – Cathedral Training Ltd
Rachel Sumner – **Westholme Plant Hire 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**
Hayley Rudkin – **Orchard Builders Ltd**
Mel Newman – **Newman Moore Ltd**
Debbie Whaley – **JMAW Groundwork & Buildings Ltd**

Barbara Mehew welcomed everyone to the meeting and requested a round the room introduction, before the meeting commenced at 9.05 am.

➤ **Minutes of the last meeting:**

The minutes for the Group meeting held on 28th June 2018 were agreed to be a true record;

Proposed Chris Taylor – MWC Group. **Seconded** Paul Dexter – Messenger Construction Ltd

Matters arising:

- Concerns over fully funded short duration courses provided by Grantham College; Steve Taylor & Carole Jones informed CITB Local Manager for the East Midlands Nathan Wilkins, who in turn had conveyed these concerns to the relevant person within Calderdale College (Primary funder of the Support for Skills Workforce)
- Construction workers training for Mental Health First Aid Instructors: Barbara Mehew feedback that she is still awaiting notification from Building Mental Health (BMH)
- Funding Webinars for Training Group Additional funding; Steve Taylor advised the group that this would be covered in today's agenda.

➤ **CITB Update:** Carole Jones provided an update on the following;

2018 / 19 Grant claims (from 1st April 2018 onwards): set up a CITB Online Account to enable you to submit, view and authorise grant claims:

www.citb.co.uk/citbonline-signup

<https://www.citb.co.uk/grant/new-grants-scheme-2018/>

Skills and Training Fund - Applications open to CITB registered employers with less than 100 direct employees. Up to £10,000 available

Next Skills and Training Fund review dates – 28th September 2018 & 28th November

<https://www.citb.co.uk/funding/types-of-funding/skills-and-training/>

CITB Conferences and Roadshows have lots of great opportunities to get involved, share your views on skills and training and learn about the difference CITB is making to the sector and importantly, how we can support your business to grow and thrive.

Whether you choose to attend a CITB Conference, our new all-day event, a CITB Roadshow, a half-day event or a local Partnership Event, you will be able to:

- Shape the GB skills agenda through CITB's engagement and influencing work
- Learn how CITB can help you train more, plan skills needs and get the funding to do it
- See the impact CITB is making on Careers, Standards and Qualifications and Training
- Meet members of the CITB Executive team at the CITB Conferences
- Meet your local Partnerships team at CITB Roadshows and Partnership Events
- Network with construction sector colleagues
- Understand how CITB's Vision 2020 reform programme is creating a modern skills body that will support you and your firm.

CITB Conferences – these are large, all day events held in cities for those who are able to take a whole day out to engage with CITB.

Nearest Conference location - **Manchester on 11th October**

CITB Roadshows – smaller, half day (9am to 1pm) events condensing the content from the Conferences and with a stronger local focus, for those who are only able to take half a day out of the office.

Nearest Roadshow locations – **East Midlands Airport** on 22nd Nov, **Wakefield** on 20th Nov, **Cambridge** on 14th Nov

View the full list of events and reserve your place at:

<https://www.citb.co.uk/news-events/events/employer-advisory-forums/>

CITB Partnership Events – smaller, two hour events, summarising content from the Conferences and focusing on local issues. A Lincolnshire event will take place, date to be confirmed (provisionally early December).

Approved Training Organisation Support Events - will provide the support / information ATOs have specifically asked for, including:

- How to use the Construction Training Directory and Construction Training Register
- ATO help and guidance
- Latest information regarding Standards
- Funding

Nearest venue: East Midlands Airport, on 22nd November, 2pm – 5pm

Assessment Infrastructure Funding Opportunity –

Application window opens on 26th September, closing on 21st November 2018.

Identified occupational areas of:

- Finishing & Interiors (recommission)
- Demolition (England & Wales)
- Plant Operations and Maintenance (excluding hire)
- Scaffolding (assessors and trainers)
- Passive Fire Protection

Who can apply? Any organisation which can best deliver the results we are looking for.

<https://www.citb.co.uk/assessment-infrastructure/>

Funding Event – Kelham Hall, Newark, Thursday 29th November 2018

Open to ATOs / Training Providers, Employers, LEPs, Local Authorities and other Stakeholders who may be interested in learning more about current / future funding opportunities available through CITB.

The event will take delegates through the process of applying for Flexible and Structured funding and give an overview of current and future themes.

➤ **CITB Funding Proposal (variation to use of funds vote)**

Steve Taylor gave detailed information regarding the consultation process over the funding by CITB of Construction Ambassador Training & Attendance at School / College Career events (*see [Appendix 1 – Funding Consultation paper](#)*) This consultation had been conducted with all 44 ‘in-scope’ members.

In total there had been 30 responses by members, resulting in a **90% in favour of Option 3**.

The following option outcomes have been compiled and recorded;

OPTION 1 – (1 vote) **OPTION 2** – (2 votes) **OPTION 3** – (27 votes) **VARIATION** – (0 votes)

Barbara Mehew requested that the consultation and outcome be accepted by the Association as a true reflection of the members wishes;

OPTION 3 - SLGTA claim the allocated funding on achieving the identified outcomes and retain 100% of the funding to support the provision of additional discounts to training provided to members. If this option is preferable to members, SLGTA would commit a percentage of the funding to support travel costs to in-scope members who release employees to undertake Construction Ambassador training and career engagement activities.

Proposed: Caroline Cunnington KDH Projects Ltd **Seconded:** Paul Dexter Messenger Construction Ltd

➤ Apprenticeships:

CITB Apprenticeships Officer Lee Driver provided his quarterly update;

Lee stated that his previous Manager Christine Senior has recently retired from her position with CITB and that the new appointment is Andrew Rodney. Andrew had planned to attend today, but had been called to an urgent meeting within CITB.

It is slowly becoming common knowledge that CITB has lost its funding for Apprenticeships! A statement from CITB has just been released; please see ***Appendix 2 - CITB has been unsuccessful in obtaining government funding for apprenticeships for employers who do not have their own apprenticeship levy account***

A general discussion then took place regarding the announcement and how Lee has been forced to 'hand-over' 46 apprenticeship sign-ups directly to the relevant colleges. CITB Apprenticeship Officers can still provide their function to Apprenticeship Levy paying companies (large businesses) and a review of the contracts between CITB & colleges is currently in process.

It was important to note that this does not affect members' entitlement to CITB Apprenticeship Grant for their qualifying apprentices. Plus any member that wishes to purchase an apprenticeship place at Bircham Newton directly, can still do so.

Lee reminded the group that Government are regularly providing guidance and updates to Apprenticeships on their website for clarity on the 20% off the job training criteria for apprenticeships please see the following guidance notes: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/621565/OTJ_training_guidance.pdf

If you require further information or assistance with apprenticeships please feel free to contact Lee Driver directly on Lee.Driver@citb.co.uk

➤ Training Schedule:

Steve Taylor updated the group on the training provided by SLGTA to its members so far in 2018;

During the period July – September 2018 (Quarter 2 of the new financial period) 16 training courses have been facilitated providing 50 short duration course outcomes. Just over £5,570 has been spent on training for the period covered, of which £1,285 can be claimed against our approved CITB Training Grant allowance, The actual amount currently approved by CITB is £5,352 this figure was awarded against a set criteria of training listed on application. There has been a delay in the process of application for additional training grant which is planned for September 2018.

A new programme of IT courses dates have been scheduled along with the SEATS Site Environmental Awareness Training Scheme (8th November) & Directors Roles & responsibilities for Health & Safety (5th December)

Please see ***Appendix 3 – Training schedule*** which provides a very basic list of training opportunities via SLGTA

It is recommended that members contact Steve Taylor directly with any specific training requirements, or requests for alternative locations.

➤ Events & Activities:

Barbara Mehew provided an overview of the forthcoming events and activities supported or delivered by SLGTA,

20.09.18 – Stamford Construction event planning meeting – New College Stamford

25.09.18 – Careers Fair Stamford Welland - Stamford

27.09.18 – Regional Chairs meeting – Crick **CANCELLED AWAITING NEW DATE**

02-04.10.18 – Lincoln Construction Event – Lincolnshire Showground

11.10.18 – SLGTA Construction Ambassador Training Day

17.10.18 – Careers Fair Priory Ruskin - Grantham

01-02.11.18 – Stamford Construction Skills Event – New College Stamford

13.11.18 – Careers Fair – Peele Community College Long Sutton
14.11.18 – Careers Fair – Thomas Clarkson Academy Wisbech
14.11.18 – CITB Roadshow (half-day) Cambridge
22.11.18 – CITB Roadshow (half-day) East Midlands MI J25
29.11.18 – Stamford Schools Careers Convention – SES Stamford

It is hoped that we will be able to hold a 'Local – **CITB Partnerships Event in mid December (Sleaford area)** for members that are unable to access the Roadshow (half day) sessions. It is proposed that SLGTA will look to hold its final Group meeting for 2018 directly after the Partnership Event – **Action point Steve Taylor to notify members accordingly.**

Looking ahead we have dates set for the **2018 Stamford Construction event on the 1st & 2nd November**. As stated in the last meeting minutes this year we are looking to incorporate activities provided by employers that can be accessed by New College full-time learners. The concept being that it will provide the opportunity for a student to showcase their skills and abilities in an activity designed and overseen by the employer relevant to their company needs.

As usual please contact SLGTA for more details or if you wish to be directly involved.

➤ **New Members:**

One application for membership has been received from Trevor Oliver @ Millstone Restoration. Trevor has 2 employees plus 1 apprentice and they are based in Welton-le-Marsh Spilsby. As members of EMESS (East Midlands Earth Structures Society) Trevor has previously supported SLGTA at the Stamford Construction Event and is currently looking to set up some heritage work experience opportunities for New College Stamford full-time learners. Proposed for the application to be accepted; Chris Taylor MWC Group, Seconded Caroline Cunnington KDH Group.

➤ **AOB:**

Barbara Mehew – Informed the group that a meeting had been arranged for late September with the Deeping St James Heritage Signal Box community project and that she would advise the group of any developments - **Action Barbara Mehew**

Barbara also notified the group that she has been accepted onto the Federation of Master Builders training group, the next meeting being the 17th October. Barbara will endeavour to keep SLGTA apprised of relevant topics that may be of interest. – **Action Barbara Mehew**

Steve Taylor – Shared information relating to Lincolnshires Smart Energy initiative – **Action Steve Taylor to distribute information with these minutes**

Barbara Mehew thanked everyone for their attendance and participation in the agenda items before closing the meeting at 10.42 am – Steve Taylor to circulate minutes and the date of the next Group meeting.

**CONSTRUCTION AMBASSADOR TRAINING & ACTIVITY FUNDING
(PROPOSAL FOR USE OF FUNDS)
CITB GRANT PERIOD 2018/19**

SLGTA Management committee are undertaking consultation with members regarding the use of the 2018/19 funds awarded by CITB for Construction Ambassador training and Career engagement activities. In total for the 2018/19 grant period SLGTA have been awarded £6,500 to train 12 Construction Ambassadors and to attend/engage with 20 Career focused events.

CITB have stated that this funding should be allocated specifically to in-scope registered employers training Construction Ambassadors / releasing employees to attend career focused events. There is scope for flexibility regarding how the funding can be used to best benefit participating members. We are therefore balloting members ahead of our next Group Meeting in September 2018 to identify the Groups preference.

OPTION 1 – SLGTA claim the allocated funding on achieving the identified outcomes and then pass this sum directly onto those ‘in-scope’ members who release employees to undertake Construction Ambassador training and career engagement activities. Whilst the Training group would benefit from a greater pool of Ambassadors within our region it would receive no direct financial support to reinvest into other group priorities, eg training.

OPTION 2 - SLGTA claim the allocated funding on achieving the identified outcomes and distribute a percentage, (eg 50%) onto in-scope members who release employees to undertake Construction Ambassador training and career engagement activities, retaining the remaining sum to support the provision of additional discounts to training provided for its members.

OPTION 3 - SLGTA claim the allocated funding on achieving the identified outcomes and retain 100% of the funding to support the provision of additional discounts to training provided to members. If this option is preferable to members, SLGTA would commit a percentage of the funding to support travel costs to in-scope members who release employees to undertake Construction Ambassador training and career engagement activities.

VARIATION – Please detail on a separate sheet any suggested variation you may have to the above options.

The above consultation is deemed necessary in light of the survey conducted earlier this year where 97% of SLGTA ‘in-scope’ members indicated that the main purpose and function of the group is to provide and support their training needs. The training fund allocation from CITB for the grant period April 2018 to March 2019 is currently £5,352 (there is the opportunity to reapply in September 2018 for additional training grant for the final 6 months of the grant year, but no guarantees of further funding are being made).

COMPANY NAME	
NAME OF REPRESENTATIVE	
SIGNATURE	
DATE	
PREFERRED OPTION (Please delete options not selected, or highlight/circle your preference)	OPTION 1
	OPTION 2 (a) 25% (b) 50% or (c) 75%
	OPTION 3
	VARIATION

Appendix 2 - CITB has been unsuccessful in obtaining government funding for apprenticeships for employers who do not have their own apprenticeship levy account



CITB has been unsuccessful in obtaining government funding for apprenticeships for employers who do not have their own apprenticeship levy account. To ensure we can continue to support our employers with their apprenticeship needs we are in negotiation with our provider partners to agree contracts that will allow us to move forward with the apprenticeships. This has inevitably meant there has been a delay in signing apprentices up and getting them started at college. We are doing our best to finalise the contract negotiations as quickly as possible and will communicate next steps to employers as soon as we can.

Appendix 3 – Training schedule

Course Title	Provider	Area	Day(s)	Date
Manual Handling	Arion	Sleaford	Monday	1st Oct 2018
Asbestos Awareness	Arion	Sleaford	Monday	1st Oct 2018
CITB SSSTS (2 day)	AASTS	Lincoln	Thu, Fri	4-5 Oct 2018
Microsoft Excel Level 1	Jargonfree	N Hykeham	Monday	8th Oct 2018
CITB SMSTS Refresher (2 days)	AASTS	Lincoln	Wed, Thu	10-11 Oct 2018
Microsoft Excel Level 2	Jargonfree	N Hykeham	Monday	15th Oct 2018
Working at Height	Arion	Sleaford	Monday	15th Oct 2018
Lifting & Slings	Arion	Sleaford	Monday	15th Oct 2018
Microsoft Excel Level 3	Jargonfree	N Hykeham	Monday	22nd Oct 2018
PASMA	Cathedral	Mkt Rasen	Monday	29 th Oct 2018
First Aid @ Work (3 days)	Arion	Sleaford	Mon, Tues, Wed	29th - 31st Oct 2018
Microsoft Word Level 1	Jargonfree	N Hykeham	Monday	29th Oct 2018
Fire Marshall	Arion	Sleaford	Monday	5th Nov 2018
Microsoft Word Level 2	Jargonfree	N Hykeham	Tuesday	6th Nov 2018
Site Environmental Awareness Training Scheme (SEATS) 1 day	Cathedral Training	Mkt Rasen	Thursday	8th Nov 2018
Emergency First Aid at Work	Arion	Sleaford	Mon	12th Nov 2018
CITB SMSTS (5 days)	AASTS	Lincoln	M, T, W - M, T	19-21 & 26-27 Nov 18
CITB SSSTS (2 days)	AASTS	Lincoln	Thu, Fri	22-23 Nov 2018
Abrasive Wheels	Arion	Sleaford	Monday	26th Nov 2018
PAMSA	Gelder	Lincoln	Wednesday	30 th Nov 2018
Directors Roles for H & S (1 day)	AASTS	Sleaford	Wednesday	5th Dec 2018