

Minutes of SLGTA Group meeting

12th September 2019 (9.30am – 11.00am)



Venue:

Venture House, Boston Enterprise Centre Endeavour Park
Boston Lincolnshire, PE21 7TW

➤ 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
Alison Fox – New College Stamford Vice Principal Partnerships & Skills
Janette Meeney – **Messenger Construction Ltd**
Lee Driver – CITB Apprenticeship Officer
Mark Buckle – **Wilbuck Scaffolding & Hire Ltd**
Olivia Metcalfe – **Wilbuck Scaffolding & Hire Ltd**
Matt Hamer – **HH Adkins Ltd**
Josh Russell – **HH Adkins Ltd**
Hayley Rudkin – **Orchard Building Constructors Ltd**
Bianca Pagliaro – **JM Building developments LLP**
Jamie Ringsell – Essential Site Skills
Mel Reid – Cathedral Training Ltd

➤ Apologies:

Jenny Robson – Treasurer
Shirley Tinkler – **George Barnsdale & Sons Ltd**
Paul Dexter – **Messenger Construction Ltd**
Chris Taylor – **MWC Group**
Tom Dixon – **Magna Scaffolding Ltd**
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**
Caroline Cunningham – **KDH Projects Ltd**
Sarah Mitchell – New College Stamford
Sharn Farr – **Regenerated Ltd**
Carol Haith – **JMAW Groundwork & Buildings Ltd**
Olivia Haith – **JMAW Groundwork & Buildings Ltd**
Fiona Harris – **MAGNA Scaffolding**
Trevor Oliver – **Millstone Restoration / EMESS**
Gary McPartland – New College Stamford
Ian White – **Aarsleff Ground Engineering**
Paul Dobson – **Robert Woodhead**
Jon Portess – **ST Portess & Sons**
Deborah Ledbrook – **Manorcrest Homes Ltd**
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**
Cheral Sissons – **Lees Scaffolding**
Ross Grant – **Grantham Ceilings & Interiors Ltd**
Chris Jones – **LCJ Building Services Ltd**
Karen Adams – AASTS
Ken Smith – **Hydrogrit 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**
Anna Peasgood – Grantham College

Barbara Mehew welcomed everyone to the meeting inviting those in attendance to introduce themselves.

➤ **Minutes of the last meeting:**

The minutes for the Group meeting held on 23rd May 2019 were agreed to be a true record;

Proposed Janette Meeney – Messenger Construction Ltd. **Seconded** Hayley Rudkin – Orchard Building Contractors

➤ **Matters arising:**

- Unpaid Additional Grant claim for January 2019 has now been received from CITB
- Enquiry for Cold Storage/White Walling NVQ not available from The Construction Skills People
- Mental Health First Aid courses were delivered in June & July – covered in today's agenda
- Circulation of the Heritage Skills Festival @ Lincoln Castle poster was completed
- Meeting with Dr Saad Sarhan Programme Lead in Construction Manager Lincoln University took place with Steve Taylor & Carole Jones. Although still in its relative infancy the opportunities for some partnership work appears viable.
- SLGTA Combined Insurance renewals completed.

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

Apprenticeship Support:

- **Increased Grant Rates** - £2500 per annum Attendance, £3500 Achievement
<https://www.citb.co.uk/levy-grants-and-funding/grants-funding/apprenticeship-grants/apprenticeship-grants-intermediate/>
- **Additional Small Employer Apprenticeship Incentive Pilot** – £500 per apprentice. For starts from 1st August 2019. Applicable to employers who either pay no levy or pay the reduced levy rate (wage bill of less than £400,000).
<https://www.citb.co.uk/levy-grants-and-funding/grants-funding/apprenticeship-grants/new-apprentice-support-grant/>
- **Travel Support (for CITB Apprentices only)** – employer weekly contribution to travel £20 from August 2019. Claims are processed through your CITB Apprenticeship Officer.

Employer Review of Construction Training Standards:

Many standards are to be consulted upon over the next 5 years, initially CITB are reviewing 6 suites of National Occupational Standards, plus 21 short course standards.

Employers can input into one or more standards by undertaking online or phone consultation, attending a webinar or being part of a steering group.

Register interest in the consultation through the link below:

<https://www.citb.co.uk/standards-and-delivering-training/training-standards/consultation-form-for-standards/>

Date for your Diary – CITB Employer Forums

Reserve places through the links below:

- **Lincolnshire Forum** – Sleaford - 5th December 2019
<https://roadshows.citbevents.co.uk/registration/guest>
- **East Midlands Forum** – East Midlands Airport - 13th November 2019 – AM
<https://roadshows.citbevents.co.uk/registration/guest>
- **Provider Forums** - East Midlands Forum – East Midlands Airport - 13th November 2019 - PM
<https://trainingprovider.citbevents.co.uk/home>

Bulk Grant Claim Uploads

A new version of the bulk grant upload claim form has been issued. The key issues encountered with the earlier version have been addressed. Updated guidance has been published to support employers. Any employer encountering ongoing technical issues can request assistance through the dedicated email address:

levygrant.online@citb.co.uk

- **CITB Training Group Funding** Steve Taylor gave an overview of the Training Group funding accessed through CITB.
- **CITB Admin / Support Grant for Independent Training Groups (April 2019 – Mar 2020) total £28,000**
Despite approval for payment being granted for the Q1 / Q2 periods the £14,000 payment remains unpaid. Steve Taylor to liaise with our CITB Local Manager Richard Thorpe to chase payment. *Action ST*
- **CITB Additional Grant for Independent Training Groups (April 2019 – Mar 2020) total £43,740**
An update on the use and status of grants accessed from this fund were provided;
 - **Training £23,540** (only 50 % available throughout the first 6 months).
Claims Apr – Aug 19 total £8,299 forecasted September increases this to £10,420 which is about in line with the allocated limit of £11,770. It is anticipated that a greater demand for training exists in the Autumn & Winter months. Clarity to be sought if the balance available can be used. *Action ST*
 - **Careers activity £20,200**
 - Construction Skills & Careers events £5,400 (total claimed to-date £891)
 - School Careers Engagements £2,400 (no claim submitted)
 - HMP Work Readiness programme £8,800 (no claim submitted)
 - Work Experience / Recruitment programme £3,600 (total claimed to-date £480)

Steve Taylor provided an update on each of the Career Activity funds reiterating the requirements to qualify for the Work Experience fund. As long as the work experience opportunity has been a minimum of 5 days and details of the individuals name, dates of experience, activity/trade, last or current provision ie college/school and years group or course, progression if any from the experience. A payment of £60/placement can be accessed, maximum of 5 placements per company within the funding year. Although not a large sum of money it may just aid some PPE or transportation cost?

The potential to run a Women into Construction event is being discussed with Grantham College for the 19th March 2020. SLGTA to explore the scope for accessing funding through the recently announced CITB Careers Theme fund. The target audience are Influence the influencers and Students aged 9-13 (pre GCSE). Steve Taylor to progress talks with Grantham College and associated funding opportunities. *Action ST*

➤ **Training Schedule:**

The following data for the calendar year so far was shared with those attending;

- 376 Training outcomes achieved from 102 courses accessed through SLGTA
- £42,822 spent on training
- £20,143 claimed back from CITB grant
- £23,485 invoiced to members for training

Steve Taylor highlighted the fact that the charges made to members for training along with the grant claims to CITB have contributed to the monies spent on training.

The 2 **Mental Health First Aid (2 day)** courses held in June and July were very well received. In total 19 delegates passed the course, some of the feedback received commented;

- *“One of the best courses I have attended to date, I feel I have learnt many skills to help me deal with Mental Health in the workplace and in my personal life”*
- *“Anyone that doesn’t understand Mental Health should attend this course as it gives a thorough insight into the topic. It really shows the importance of having a Mental Health First Aider in the Workplace”.*

Another course date has been set for the 11th & 12th December @ Boston. The cost to ‘in-scope’ members is £70/person which equates to the CITB Grant eligibility (Tier 2) for this training.

Congratulations were passed on to Barbara Mehew who delivered the training. Barbara has now been approved by MHFA England to deliver the Adult MHFA Half Day awareness course. A course date to be set for early in the New Year. **Action ST**

As part of the current Scaffold Skills Shortage group meetings a lot more Scaffold focused training has been accessed. With the account set up with Safety & Access there has been increased take up with the following:

- 2 day CPD refresher
- CISRS 3 day Basic Scaffold Inspection
- Scaffold Appreciation / Awareness
- Scaffolding Estimator course.

A new course for ‘Non-scaffolders’ has been developed CISRS BASE course designed to train those who erect, alter, dismantle simple scaffold structures. **Appendix 1 – BASE course overview**

The Training Schedule details courses on offer up until the end of the year, Some of the less frequently run are available such as SEATS (Site Environmental Awareness – 1 day course) 10th October, SSSTS Refresher (1 day course) 10th December, these can be viewed via this [web-link](#) . The schedule provides a very basic list of training opportunities via SLGTA – **Appendix 2 – Training Schedule**

➤ **Events & Activities:**

Barbara Mehew provided an overview of the activity of the group since the last meeting, plus details of the forthcoming events and activities supported or delivered by SLGTA.

Key dates to note are **7th & 8th November 2019 Stamford Construction event**. This years bookings are significantly up on the previous years and so we are keen for anyone wishing to get involved please just speak with Barbara, Steve or Wendy. The commitment can be as much or as little as you can provide, but all assistance is very welcome.

Forthcoming activities are detailed below;

24.09.19 – Careers Fair Arthur Mellows Village College Peterborough
01-03.10.19 – Construction Week Lincolnshire Showground
03.10.19 – Regional Chairs meeting – Crick
30.10.19 – Careers day – University Academy Long Sutton (Peele Community)
05.11.19 – Regional GTO meeting - Solihull
07-08.11.19 – Stamford Construction Skills Event – New College Stamford
13.11.19 – CITB Employer Roadshow Castle Donnington
13.11.19 – Careers Fair Thomas Clarkson Academy Wisbech
21.11.19 – Careers Fair Bourne Academy
28.11.19 – Careers Fair Spalding Academy
05.12.19 – CITB Local Employer Forum (Lincolnshire) – Sleaford

It is planned to hold a 'Women into Construction' event (1 day) with Grantham College. The provisional date is the 19th March 2020. **Action ST to progress**

➤ **Government Apprenticeships Levy**

Alison Fox – Vice Principal Partnerships & Skills New College Stamford kindly attended the meeting to provide an update on the Government Levy. The informal presentation enabled interaction with attending members to help better understand aspects of funding use, its limitations and the transfer up to 25% of their levy fund to non-levy paying employers to support training of apprentices.

All employers will have to register for a Digital Account by April 2020. Management can be undertaken by your provider or yourself.

A copy of a more formal presentation is to be distributed with these minutes. Alison Fox stated that employers local provider should be able to assist with the process, but offered the support of New College Stamford where appropriate. **Action ST to include presentation with the distribution of the minutes**

➤ **New Members:** Applications received from

- **Manorcrest Construction Ltd**, Skegness

The applications for full membership were approved.

Proposed: Mark Buckle – Willbuck Scaffolding Ltd, Seconded: Hayley Rudkin – Orchard Building Contractors Ltd

Current membership stands at 49 'in-scope' registered businesses.

➤ **AOB:**

Barbara Mehew / Wendy Mazzocchi

- Barbara congratulated Wendy on JM Building Developments being nominated and are now finalists in the **Peterborough Small Business Awards 2019**, Wendy is also a finalist in the Employee of the year category. Barbara stated how their commitment to corporate responsibility for a small sized company is to be commended and hoped that SLGTA members will support them in the voting process.

To register a vote for JM Building and Wendy, please go to <https://thesmallbusinessawards.co.uk/vote-now/> and select "JM Building Developments" from the business list drop down menu. Wendy is also listed for an additional vote opportunity.

Alternatively, you can go to [The Peterborough Small Business Awards Facebook Page](#), like their page and click "like" on JM Building logo/photo to cast a vote (remember to like the awards page too or your vote won't count)

Mel Reid (Cathedral Training Ltd)

- The North Sea Camp Work readiness programme is finally set to start from October, the programme of delivery has been increased to try and offset some of the delays the programme has experienced
- The delivery of Groundworks apprenticeships has received approval from CITB, please contact Cathedral Training directly for more information
- Assessment Infrastructure funding of 11 NVQ Assessors has nearly been filled. We have 2 places available and are ideally looking for 1 more Demolition and 1 more Plant Maintenance. Currently have 9 signed up; 4 x Plant Operatives, 3 x Plasterers, 1 x Demolition and 1 x Plant Maintenance.

Janette Meeney (Messenger Construction)

- Janette shared with the group that following the success of their Taster Days in Heritage Plastering and Slate Roofing, they had quite a few applications for each bursary placement. They interviewed 6 people for Heritage Plastering and 5 people for Slate Roofing. They then narrowed this down to 4 people (2 on each course) who came over for a day's work experience with their mentors. They have now been able to offer one applicant for each course a 12 month placement with Messenger Construction Ltd. The Heritage Plastering trainee started on Monday 16th September and the Slate Roofing trainee will start on Monday 30th September.

Steve Taylor

- Just to re-iterate that the Governments implementation of the **Reverse VAT charges in the Construction Industry has been deferred until October 2020**. It is hoped that CITB will still be able to have a guest speaker at the Local Forum (5th December Sleaford) to provide greater clarity on this topic.
- Details of A five step framework to building mental health in construction was discussed and thought may be of interest to some members, **Appendix 3 - A five step framework to building mental health in construction**

Barbara thanked everyone for their attendance in particular Alison Fox for giving her time to support the group with the Governments Apprenticeship Levy

The meeting closed at 10.40 am – Steve Taylor to circulate minutes and identify a suitable date and time for our next meeting.



The Basic Access System Erector (BASE) Course Specification

Duration: Five Days

Attendees: This 5 day course is for non-scaffolders, who erect, alter and dismantle simple system scaffold structures within restricted environments.

Objectives: You will learn on a specific type system scaffold erected to a maximum height of six metres with public interface. On successful completion of the course we will apply on your behalf for the CISRS Basic Access System Erector (BASE) Card in the specific system scaffold product.

Theoretical Content:

- SG4- Inclusive of SG19 and Harness Training.
- General Scaffold Knowledge
- SG6- Manual Handling

Practical Elements:

Erect independent scaffold with:

- return and platform extension brackets
- loading bay
- Both ladder and stair access to a maximum height of six metres using the approved system you have trained in.

Teaching and assessment

- This course is combination of classroom-based theory and practical exercises.
- The final assessment involves both written and practical tests.

Note: Delegates wishing to book one of these courses will be required to have a CITB HS&E Test (or accepted exemption) in place at the time of booking. The CITB HS&E Test (or accepted exemption) needs to have been passed within the previous 23 months before the course start date.

The qualification is valid for 5 years and is renewed by attending a two-day CISRS SSPTS Course in the relevant system.



- CISRS Training
- Health & Safety Support
- Safety Documentation
- Scaffold Inspection
- PASMA Training
- Friendly Help & Advice

For assistance call:
0115 979 4523
www.safetyaccess.co.uk
safe@safetyaccess.co.uk

Appendix 2 – Training schedule

2019 - SLGTA & LGTA TRAINING SCHEDULE

Training Course	Provider	Area	Day	Date	Notes
Lifting & Slinging	Arion	Sheffield	Mon	30th September 2019	
Working at Height	Arion	Sheffield	Mon	30th September 2019	
Fire	Arion	Sheffield	Mon	7th October 2019	
Asbestos Awareness	Arion	Sheffield	Mon	7th October 2019	
SSSTS (2 day)	Target zero	Peterborough	Thursday Friday	9th & 10th October 2019	
Site Environmental Awareness Training SEATS (1 day)	ESS	Lincoln	Thursday	10th October 2019	
Working at Height	Arion	Sheffield	Mon	14th October 2019	
SMSTS (5 day)	Cathedral Training	Mkt Rasen	Fridays	18, 25 Oct 01, 08, 15 Nov 2019	1 day per week format
First Aid	Arion	Sheffield	Mon Tues Wed	21-23rd October 2019	
SMSTS (5 day)	AASTS	Lincoln	Mon Tues Wed Thurs Fri	21-25th October 2019	5 day block
PASMA	Golder	Lincoln	Fridays	25th October 2019	
EFAW	Cathedral Training	Mkt Rasen	Mon	28th October 2019	
Abrasive Wheels	Arion	Sheffield	Mon	28th October 2019	
Manual Handling	Arion	Sheffield	Mon	28th October 2019	
EFAW	Arion	Sheffield	Mon	4th November 2019	
SMSTS (5 day)	Alenby Training	Lincoln	Fridays	08, 15, 22, 29 Nov 06 Dec 2019	1 day per week format
Lifting & Slinging	Arion	Sheffield	Mon	11th November 2019	
Working at Height	Arion	Sheffield	Mon	11th November 2019	
SMSTS Ref (2 day)	Target zero	Peterborough	Mon Tues	11th & 12th November 2019	
Fire	Arion	Sheffield	Mon	18th November 2019	
Abrasive Wheels	Arion	Sheffield	Mon	18th November 2019	
SMSTS (5 day)	AASTS	Lincoln	Mon Tues Wed Mon Tues	25th 28th 27th Nov 2nd 3rd Dec	
Asbestos Awareness	Arion	Sheffield	Tues	26th November 2019	
Manual Handling	Arion	Sheffield	Tues	26th November 2019	
SSSTS (2 day)	AASTS	Lincoln	Thurs / Fri	28th & 29th November 2019	
SMSTS (5 day)	Target Zero	Peterborough	Mon Tues Wed Thurs Fri	2nd December 2019	5 day block course
Fire	Arion	Sheffield	Mon	2nd December 2019	
Abrasive Wheels	Arion	Sheffield	Mon	2nd December 2019	
EFAW	Arion	Sheffield	Mon	9th December 2019	
SSSTS Ref (1 day)	AASTS	Lincoln	Tuesday	10th December 2019	
Mental Health First Aid (England) 2 day course	Revamp	Boston	Wednesday / Thursday	11th & 12th December 2019	

FOR MORE INFORMATION & COSTS PLEASE CONTACT

01773 500000 - 01773 500

FOR MORE INFORMATION & COSTS PLEASE CONTACT
STEVE TAYLOR : 07732 360202, stevetaylor@slgta.co.uk or glt@slgta.co.uk

Appendix 3 – A 5 Step Framework to Building Mental Health in Construction



A five step framework to building mental health in construction

The Lighthouse Construction Industry Charity, founder of 'Building Mental Health', an online portal set up by active industry volunteers discusses the five-step framework to help the construction sector develop a positive mental health culture

The [Lighthouse Construction Industry Charity](#) is the only charity that provides financial and emotional support to the construction community and their families. Building Mental Health provides a 24/7 Construction Industry Helpline which is the first point of contact to access a range of completely free and confidential support services including;

- Emergency Financial aid to construction families in crisis
- Advice on welfare and mental wellbeing
- Support on legal, tax and debt management matters.

Last year the charity's helpline received 1,662 calls and provided £1.25m of support to construction families in crisis. This year they are seeing a huge increase in demand for their charitable services and rely heavily on the generosity of those within the industry to 'help their own'.

The five-step framework

1. Commit to making a difference

Change in the workplace starts with your management. Sign the Building Mental Health Charter and make a commitment to improving mental health in our industry.

Sign the charter: www.buildingmentalhealth.net.

2. Introduce a helpline

If you haven't already got an Employee Assistance Programme, order your Construction Industry Helpline Pack, which lets your staff know where they can turn to with promotional posters and wallet-sized cards.

Order a helpline pack: www.constructionindustryhelpline.com.

Alternatively, you can download the Construction Industry Helpline App which is a preventative tool providing support and guidance on a range of physical and mental wellbeing issues. The app can be downloaded free of charge from the app store or google play.

3. Deliver a mental health toolbox talk

The talk should last about 1 hour and should be presented to all employees to raise understanding of the issues surrounding mental health and the importance of starting a conversation and talking. Try to make it interactive.

Download a free Tool Box Talk and adapt according to your needs: www.buildingmentalhealth.net.

4. Deliver mental health training – half or one-day awareness course

This opportunity should be made available to anyone who might need more information on mental wellbeing, i.e. managers, foreman or supervisors. This gives a more in-depth understanding of mental health and will provide some tools for colleagues to help signpost individuals who are struggling to get appropriate help.

For a list of construction aligned mental health awareness training visit: www.buildingmentalhealth.net.

5. Ensure you have enough mental health first aiders for your place of work

Set a policy within your company to have a healthy ratio of certified Mental Health First Aiders for every worker or contractor on site. Staff can be trained and certified through a nationally recognised course which usually lasts 2 days.