

Minutes of SLGTA Group meeting

25th February 2020 (10.00am – 11.20am)



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 / Secretary
Carole Jones – CITB Advisor Greater Lincolnshire
Lee Driver – CITB Apprenticeship Officer
Sharon Farr – **Regenerated Ltd**
Shaun Farr – **Regenerated Ltd**
Carol Haith – **JMAW Groundwork & Buildings Ltd**
Olivia Haith – **JMAW Groundwork & Buildings Ltd**
Jon Portess – **ST Portess & Sons**
Victoria Robinson – **George Barnsdale & Sons Ltd**
Donna Simpson – **George Barnsdale & Sons Ltd**
Jamie Ringsell – Essential Site Skills
Paul Dexter – **Messenger Construction Ltd**
Janette Meeney – **Messenger Construction Ltd**
Sarah Mitchell – New College Stamford

Apologies:

Jenny Robson – Treasurer
Jamie West – **JM Building Developments LLP**
Tom Dixon – **Magna Scaffolding Ltd**
Chris Taylor – **MWC Group**
Gary McPartland – New College Stamford
Mark Buckle – **Wilbuck Scaffolding & Hire Ltd**
Caroline Cunningham – **KDH Projects Ltd**
Darrell Allen – **DNA Scaffolding Ltd / AJH Contract Builders Ltd**
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**
Robert Speakman – **Aarsleff Ground Engineering Ltd**
Ian White – **Aarsleff Ground Engineering Ltd**
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**
Ross Grant – **Grantham Ceilings & Interiors Ltd**
Rachel Sumner – **Westholme Plant Hire Ltd**
Sophie Spencer – Arion Training Ltd
Hayley Rudkin – **Orchard Builders Ltd**
Chris Jones – **LCJ Building Services Ltd**
Ken Smith – **Hydrogrit Ltd**
Joshua Brown – **Trinity Steel Ltd**
Liz Gilbert – **Taylor Pearson Construction Ltd**
Julie Drakard – **D Brown Building Contractors Ltd**
Linda Lindstead – Kier
Deborah Ledbrook – **Manorcrest Homes Ltd**
Matt Hamer – **HH Adkins Ltd**
Liz Dickinson – **Newman Moore Ltd**
Paul Coleman – **Seagate Homes Ltd**
Matthew Barnes – **The Scaffold Company Ltd**

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 12th September 2019 were agreed to be a true record;

Proposed Janette Meeney – Messenger Construction Ltd. **Seconded** Wendy Mazzocchi JM Building Developments

➤ **Matters arising:**

- CITB Admin Support Grant for Training group – payment of period Q1 & Q2 (£14k) received 24th Oct 19
- Balance of 50% CITB Additional Training grant being made available for use – approved and covered in meeting agenda
- Women into Construction event (Grantham College) date set but due to limited timescales for planning & School liaison the decision to cancel was made in Jan 2020
- Mental Health Awareness courses – 2 courses were scheduled but due to low take up, the planned courses were turned into closed courses for one company who had in excess of 20 delegates they wished to train.
- Presentation slides used by Alison Fox re Government Apprenticeship Levy were distributed with the minutes.

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

Additional Small Employer Apprenticeship Incentive Pilot

A £500 per apprentice incentive is available, in addition to Apprenticeship Grants, for starts from 1st August 2019.

This pilot is open to employers who either pay no levy or pay 'Small Business Levy Reduction' (reduced levy rate for those with a wage bill of less than £400,000).

If you've applied for Apprenticeship grants for Apprentice starts from August 2019 onwards, but haven't yet requested this additional support please do so asap. Links to further information and the online claim form:

<https://www.citb.co.uk/levy-grants-and-funding/grants-funding/apprenticeship-grants/new-apprentice-support-grant/>

<https://www.citb.co.uk/levy-grants-and-funding/grants-funding/apprenticeship-grants/new-apprentice-support-grant/new-apprentice-support-grant-application-form/>

Action ST to provide pdf of application when distributing Group meeting minutes

Date for your Diary

Lincolnshire Construction Employer Roadshow Lite, 14th May 2020 at the New Life Conference Centre, Sleaford, NG34 7JP

To view details of all the Employer Roadshow events, including the Lincolnshire event, and reserve your places(s) please visit the link below:

<https://roadshows.citbevents.co.uk/home>

If you've any requests / suggestions regarding external speakers / content for the May Roadshow, which you feel would be of particular interest to Lincolnshire construction employers, please let Steve Taylor or Carole Jones know as soon as possible.

Skills & Training Fund

Deadline for remaining 2019-20 applications is 28th February. No further 2019-20 applications will be processed after 28th February 2020, the new 2020-21 fund will open in April 2020. (details to follow)

<https://www.citb.co.uk/levy-grants-and-funding/grants-funding/skills-and-training-fund>

Consensus

Information regarding the forthcoming Consensus can be viewed through the following web link:

<https://www.citb.co.uk/levy-grants-and-funding/industry-consultation-consensus/>

Consensus 2020 Road map detailed in **Appendix 1**

➤ **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**
Claimed in full following approved quarterly updates for the funding period
- **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** – claimed £20,517 (balance of £3023 left for February & March 20 of which £2,273 has been allocated £750 remains available)
- **Careers activity £20,200**
 - Construction Skills & Careers events £5,400 (total claimed to-date £5,961)
 - School Careers Engagements £2,400 (claimed in full)
 - HMP Work Readiness programme £8,800 (no claim submitted)
 - Work Experience / Recruitment programme £3,600 (total claimed to-date £1,620)

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?

**** CITB Funding year April 2020 – March 2021 NEW FUNDING STREAMS FOR TRAINING GROUPS ****

Skills & Training funding for Training Groups 'A COLLECTIVE APPROACH'

This is new and provides the only mechanism for Training Groups to access funding for training.

Via this collaborative approach, members of the SLGTA will be able to submit an application for funding via their Training Group providing the opportunity for added value in costs, populating of courses and ease of review should their training requirements require change. This further simplifies the process for members!!

An additional benefit during this transition period is that members who already have a 'live' S&T fund of their own can apply for a second allocation of funding through the group. The Q&A sheet provided by CITB (see **Appendix 2 CITB Q&A sheet**) was discussed. Along with the application criteria ie funding limit associated with the size of organisation.

Additional perceived benefits are where there is an underspend (but where outcomes are still achieved) the training group will be able to use the funding for additional approved training instead of returning the funds to CITB. **Action** ST to circulate further details of the process and subsequent declaration forms for members wishing to take advantage of this opportunity.

Career Themed funding

This is an adaption of the Additional Grant for Careers that SLGTA accessed over the past 2 years.

Current themes are

- INFLUENCING the INFLUENCERS
- STUDENTS AGED 9-13 (pre GCSE)

Both of which align to current SLGTA Stamford Construction Careers event.

Financial support for Training Groups

A significant shift with both of these funding opportunities is the provision for Training groups to access additional funds for the additional workloads (administration/planning) being undertaken. In the past the statement has simply been that additional activities have to be funded via the £28K Admin Support grant (this has remained unchanged for over 10 years and is not even inflation linked)

➤ Training Schedule:

The following data for Jan – Feb inclusive was shared with those attending;

- 76 Training outcomes achieved from 22 courses accessed through SLGTA
- £20,894 spent on training
- £6,458 claimed back from CITB grant
- £7,785 invoiced to members for training, although the majority of invoices have not yet been issued.

A reminder of the **Mental Health First Aid (2 day)** course being held in Sleaford on the 26th & 27th March was shared – course is a nil cost to 'in-scope' companies as the only charge made is the equivalent of the CITB short duration grant for successful completion.

➤ 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 **5th & 6th November 2020 Stamford Construction event**. Once again 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;

27.02.20 – Construction, Property, Heritage & Trade exhibition – Lincolnshire Showground
10/11/13.03.20 – Mock Interviews Banovallum School – Horncastle
12.03.20 – Lincolnshire Scaffolding forum
17.03.20 – Careers – Priory Witham Academy Lincoln
18.03.20 – Recruitment event St Georges Academy (Yr 13) – Sleaford
18.03.20 – Greater Lincolnshire LEP Skills Conference 2020 – EPIC Centre Lincolnshire Showground
30.03.20 – Big Bang Science Fair – University Academy Long Sutton
01.04.20 – Inter College Skills Competition – New College Stamford
02.04.20 – Boston Job & Career Fair – Peter Paine Performance Centre Boston
20.04.20 – Stamford College Careers Fair
28.04.20 – East Midlands CITB Employer Roadshow
30.04.20 - CTP Employment Fair 2020 – Newark Showground
29/30.09.20 & 01.10.20 – Construction Week Lincolnshire Showground
05/06.11.20 – Stamford Construction Skills Event – New College Stamford

➤ New Members: Applications received from

- **George Barnsdale Commercial Ltd – Donington Spalding**
- **Seagate Homes Ltd – Spalding**
- **The Scaffold Company Ltd - Bourne**

The applications for full membership were approved.

Proposed: Shaun Farr – Regenerated Ltd, Seconded: Wendy Mazzocchi – JM Building Developments LLP

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

➤ **AOB:**

Barbara Mehew

- SLGTA Membership fees 2020 – A discussion took place regarding any requirement to increase membership fees. Given the update of the groups year end accounts within the proceeding AGM and the information about the significant change in how CITB will fund training for groups from April 20 – Mar 21 is agreed to leave the rate at £50 for a full or part calendar year.
Proposed: Jon Portess - ST Portess & Sons. Seconded: Shaun Farr - Regenerated Ltd
Action ST to invoice members accordingly
- Format of Group meetings in 2020 – Barbara suggested that with the introduction of 2 CITB Local Employer forums within a calendar year, it would seem logical for SLGTA to hold its AGM and 2 group meetings around the 2 forums. The first forum date is 14th May in Sleaford, SLGTA would therefore hold its 2nd Group meeting in September with the final gathering of the year being the CITB Local forum in December.
Periodic Employer Support Sessions will still be made available throughout the year.
Those in attendance agreed to the format

Sarah Mitchell (New College Stamford)

- NCS will be holding a Recruitment Fair on the 20th April and would welcome companies from the Construction sector to attend. It's a great opportunity to meet with young people undertaking construction related courses at the college. It also allows them to interact with employers.
The College are also looking to incorporate a Women into Construction element to the day, more information to be circulated. Please contact Sarah at the College or Steve Taylor for more details.

Lee Driver

- Lee provided an update on the phasing out of Apprenticeship frameworks and the implementation of the new standards. Lee is also heavily involved with the work being undertaken on 'End point assessments' of apprenticeships, giving clarity on how key the employer is with establishing whether their apprentice is indeed suitably site experienced to undertake the assessment.
- The Barry & Peggy awards are once again available for recognising an apprentices progression, development & skills. Lee had a number of local apprentices receive the Barry and Peggy Scholarship last year. This is £500 for tools, £500 for IT equipment and £500 cash on achievements.
Robert East came 4th at skill build and this year's registration is now open.

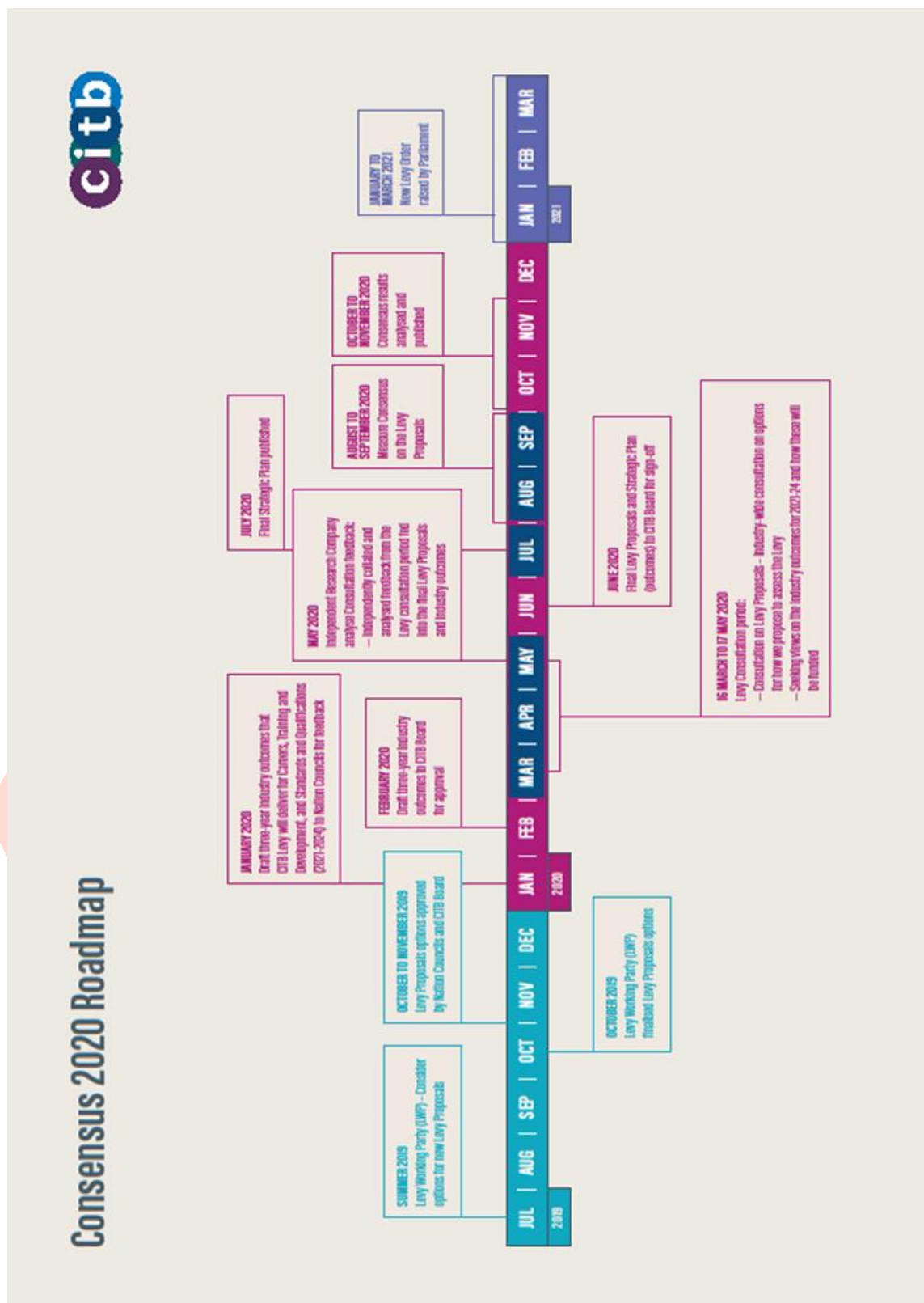
Shaun Farr

- Shaun discussed how beneficial it would be if funding could be made available to support companies with succession planning, in particular the training of staff for whom the practical physicality of a working day is becoming prohibitive. It was accepted that it would be difficult to access industry funding to support someone leaving the industry, but to progress the individual into an Assessor or Health & Safety role would ensure the wealth of knowledge and expertise would not be lost.

There being no further business, Barbara thanked everyone for their attendance

The meeting closed at 11.20 am – Steve Taylor to circulate minutes and identify a suitable date and time for our next meeting in September 2020.

Appendix 1 – CITB Consensus 2020 Roadmap





Skills & Training Fund FAQs for Training Groups

1. **When will Training Groups be able to apply for the new funds?** Applications for the Skills & Training fund can be submitted from the 1st April 2020.
2. **How do we apply for funding?** Training Groups can submit a collective bid on behalf of members. An application form will be sent out to GTOs.

Guidance for Training Group applications will also be provided to help to guide you through the completion of the form and to outline what is and is not fundable.
3. **Do the funds only support training courses?** The list of fundable activity includes Grant Eligible Training, wider training and other skills development activity, for further information on what is and is not fundable, please refer to the guidance.
4. **Will the funds support Management and Leadership?** Yes.
5. **Will the funds only support construction related activity? Why?** Yes - except for Management & Leadership. The focus is on construction training, because this is in line with CITB's wider strategy. We can make greater impact on skills gaps and shortages if our investment is focused on construction-specific activity.
6. **What do you mean by Innovation?** That the training or activity is new to the company applying for the Skills & Training funding and that it will transform the way that they do things.
7. **What do you mean by Productivity?** Making the business better, for example -
 - Helping it to **grow**
 - Helping it to **develop**
 - Helping it to become more **efficient**
 - Helping it to become more **profitable**
8. **How long can funding be for?** Funding for projects spanning up to 3 years will be supported, although most projects span 12 months.
9. **Once an application has been submitted, can it be changed?** Yes, there will be an opportunity for variations, including both changes to time scales and the opportunity to request changes to what's delivered.

10. How much money is in the budget? £4m for medium sized business (100-250) and £10m for small business (0-99).

11. Are the funds the same? There are some differences between small (0-99) and medium sized companies (100-250). The main differences are:

- Small business can apply for Grant Eligible Training that they have done before
- Medium businesses can only apply for Grant Eligible Training where the training is new to the company (see definitions of productivity and innovation)

For a full list of fundable activity, please refer to the guidance.

12. Can Training Group applications only support GET? No, other training can be included in collective applications; however, it is less likely that there will be a collective need for more specific training. TG members can be included in a collective application for GET and still submit their own application for more specific training needs.

13. How has CITB decided what the scope of the funds will be? Through industry feedback and evaluation of our existing Skills & Training Fund, including a small Pilot between October and January with 15 medium sized business.

14. Can TG members submit their own application for funding as well as being part of the collective TG application? Yes-

- The combined value of their individual bid and their element of the TG collective bid may not exceed the total amount of S&T funding they are eligible to receive.
- If they apply independently for grant eligible training and/or other fundable activity, they may use their funds via the TG to still benefit financially from the negotiated reduced rates.

15. Can employers who have a live S&T fund application receive funds via the TG collective application? Yes, but they will not be able to claim funding for the same course twice, in their own application and the TG application.

16. Are only companies that are named in the TG application able to receive funds? Yes, only those who are named in and have signed off the application are eligible for training funded through the collective application. If members were not included in the collective application, they are still able to submit their own application, or they can become part of a collective application at a later point via a formal variation (available quarterly).

17. Is the fund only for in scope TG members? Yes, employers must have an up to date levy return and be up to date with payments where applicable.

- 18. Will eligible medium sized businesses be able to ask the TG to include them in a collective application?** Yes, but only when the training meets the criteria for innovation and productivity. For more information, please refer to the guidance.
- 19. How will payments be made?** Payments will be made on a quarterly basis, in advance.
- 20. Are there any VAT implications if monies go to TGs in this way?** This will need to be checked with TGs financial advisors.
- 21. What if the TG is an ATO?** TGs that are ATOs are still able to submit a collective application and can also deliver training, providing that the value for money criteria is met. Please refer to the guidance for more information on value for money.
- 22. Will there be a specific application for TGs to use?** Yes, this will be sent to GTOs.
- 23. How will the administration support grant be affected?** TGs are able to include a request for additional funds to support any extra administrative resource that is seen as necessary in order to successfully deliver the programmes of training set out in the bid. Questions relating to the amount requested and the rationale for the funds are included in the TG S&T application form.
- 24. What other support is available?** Your Local Manager and Advisor are on hand to support you with completing and checking the application. For more information on how they can help, please contact them directly.

