

**Meeting:** CFTF  
**Date:** Thursday 11 July 2019  
**Time:** 10:00am – 12:00pm  
**Location:** M Anderson, Springfield Lodge, Colchester Road, Chelmsford, Essex  
 CM2 5PW  
**Chairman:** Steve Hammond  
**Paper:** Minutes



**Attendees**

Steve	Hammond	Chairman	Terry	Hall	PERI
Robert	Thompson	Vice Chairman	Tracy	Botley	O'Halloran & O'Brien
Martin	Cunnigham	Carey's	Michael	Bray	Tamdown
Urte	Sonnenberg	JRL Group	Dave	Armsworth	CONSTRUCT
Sean	Brosnan	C J O Shea	Dave	Campbell	CONSTRUCT
Jan	Rejek	CITB	Tony	Sheehan	Getjar

**Apologies**

Claire	Rawcliffe-Davies	Blanchard Wells	Grant	Tonks	Michael J Gallagher
Rachel	Stevens	Chryso UK	Joe	Mitchell	Mitchellson
Anne	Whittle	Carey's	Davina	Debidin	Morrisroe
Terry	Bradley	CCL (GB)	Paul	Kirkbride	Peri
Perina	Bishop	Celsa UK	Jarom	Covington	Rapideps
Ian	Jarvis	Dywidag	Debby	Wilson	RMD Kwikform
Ray	Muldowney	Gaelform	Luke	Humphries	R & R Associates
Niamh	Faughnan	JRL Group	Alex	Warrington	Select Plant Hire
Alison	Lamplough	Laingorouke Group	Sarah	Bloom	Stephenson Group
Karen	Maxwell	MGF	Tracy	Dennis	Tarmac

**1. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

It was noted that the apologies that had been received would be recorded in the minutes.

**2. Minutes of Last Meeting held on 2 May 2019 and Matters Arising**

The minutes of the last meeting held on 2 May 2019 were unanimously approved and signed by the Chairman.

There were no matters arising.

**3. Draft Training & Skills Strategy**

Dave Campbell (Secretariat) Presented the draft [Training and Skills Strategy](#) for the CFTF through to December 2020.

In principle, the CFTF agreed this was a good strategy to adopt, covering the different facets of activity for the Forum.

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There was discussion covering the following:

- Ensuring good communication out to training contacts within members.
- Career pathways work was a priority, including the review of the CONSTRUCT publications that cover apprenticeships, career options etc.
- Options for social media campaigns on careers should be explored, including user created videos that could be shared.
- Ensure that Temporary Works – Concrete Specialist training is included in the strategy
- A mapping exercise of the qualifications (Formwork) undertaken, and then training standards created for CITB approval that can aid NVQ achievement.
- Check that the Construction Operations Apprenticeships included Formwork.

**Action: Secretariat to investigate the above bullet points and update the strategy where necessary.**

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#### 4. Additional Grant Funding for CFTF Members

Members were reminded that funding was available to support training. Information was circulated to attendees, and the forms had been sent around to all members with [guidance](#) on how to access.

CFTF agreed a max of two places per training course initially (where funding rules allow 50% support, 4 places will be available). If there is underspend then more places could be allocated to each company.

A Training Survey would be undertaken to look at other training requirements members might have.

**Action: Secretariat to undertake training survey**

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#### 5. CITB Update

The Chairman invited Jan Rejek (CITB) to give an update.

It was advised to members that the deadline for short-duration training in year 1 April 2018 – 31 March 2019, had had been extended to 19 August 2019. If members are struggling Jan can organise advisor visits to help with the claiming process.

The new HS&E Test is now live. New guidance and materials are available on the [CITB website](#).

The [Skills & Training Fund](#) would support employers up to 99 PAYE employees, but a review was underway to raise this cap.

Talks were still underway for providers to take over the running of the National Construction College (NCC).

There was discussion about the proportion of funding being claimed by CONSTRUCT members through CITB, and this was significantly down from the previous year, as there were not a lot of training standards that could attract funds. Tool box talks were mentioned.

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#### 6. Upcoming Courses and Demand

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Dave Armsworth (CONSTRUCT) reported that the supervision of concrete pump operations had been completed, and that further tweaks to the programme were being looked at before a wider roll out.

Mental Health First Aid Courses had been run for a number of members by Dave Armsworth, and members could [request this from CONSTRUCT](#) at any time.

Dave Campbell (CONSTRUCT) noted that CFTF would arrange courses where necessary, but this would be an on-demand system, by request, from members. Where available (including the funds already secured through CITB), CONSTRUCT would firstly aim to fund training where members already have their own preferred training providers, and could fall into the scope of training grants that we already have access to.

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## **7. Review of Training Standards**

Dave Campbell (CONSTRUCT) circulated a list of the [concrete specific training standards](#) that CITB has on the training directory.

As was agreed within the strategy discussion, we would look at the creation of standards that would support the upskilling to get to a competent standard for the NVQ units.

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## **8. Other updates from the Chairman and GTO**

It was noted that members were being asked to undertake the CPCS Traffic Marshall Course, even though it was not relevant to CFTF members onsite. Other attendees noted that the NVQ in Traffic Marshalling would be another route, but that CPCS might need to look at this qualification.

T-Levels would be introduced in September 2019.

The Chairman reminded attendees that their CITB levy returns should now be submitted.

Skill Build was suggested for involvement. CFTF committee would look at the possibilities for 2020.

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## **9. Any Other Business**

There was discussion about suitable software systems for keeping track of skills, qualifications, and their renewals for staff. Snowdrop, Boosite, Coins, Mosiac, Build Store, Competency Cloud were all given as examples of potential systems members could use.

### **Future CFTF Meetings**

It was agreed that Robert Thompson (Vice Chair; Morrisroe) would look at holding a meeting at the Skills academy in mid to late September. Details to be circulated to members once agreed.