

Meeting: Concrete Frame Training Forum (CFTF)
Date: Thursday 2 August 2018
Time: 10:30 am – 13:30pm
Location: AJ Morrisroe & Sons Ltd, Unit 4 Oaks Court, Warwick Road,
Borehamwood, WD6 1GS
Chairman: Steve Hammond
Paper: Minutes



Attendees

Steve Hammond	Anderson Group	Niamh Burke	Real Time Civil Engineering
Lisa Durkan	JRL Group	Ovi Gradinaru	JP Dunn Construction
Tony Sheehan	Getjar	Sean Brosnan	CJ O'Shea & Co
Elaine Keyes	Ground Construction	Robert Thompson	AJ Morrisroe
Sarah Bloom	Stephensons	Michael Ryan	PCH Group
Sharon O'Flynn	Toureen Group	Susan Maher	Careys Civil Engineering
Laura Moore	Kilbridge Construction	Tracey Stafford (GTO)	CONSTRUCT
Shirley Ratcliffe	CITB	Joanna May Sta Ana	Joanna-may.com

Apologies

Garry Malpass	Southern Concrete	Martina Oyite	Byrne Bros
Kerry Ratcliffe	Tamdown	James Wayling	Peri Formwork
Craig Moorcroft	Coinford	Kay O'Mahony	Toureen Group
Jan Rejek	CITB	Dave Smith	Oliver Connell
Martyn Price	O'Halloran & O'Brien		

1. Welcome & Apologies

The Training Group Officer welcomed everyone to the meeting, including representatives from Kilbridge Construction, PCH Group and CITB. Introductions were given and it was noted apologies had been received and these would be recorded in the minutes.

Shirley Ratcliffe was in attendance from CITB as the temporary local manager. Steve Hammond queried if and when the CFTF would have a continued support from a named individual. Shirley clarified that Jan Rejek is our nominated advisor but he has been sick; a new local manager is being recruited also but in the meantime Shirley would be our point of contact.

2. Minutes of Last Meeting held on 3rd May 2018 and Matters Arising

The minutes of the last meeting held 3.05.2018 were approved and signed by the Chairman.

Matters arising:

CITB has announced the appointments of the three Chairs for the Nation Councils, one each in England, Scotland and Wales. Seamus Keogh, CEO of Clancy Docwra Ltd, Tony Elliott, Group HR Director of Robertson Group and Leigh Hughes, Business Development & Social Value Director at Bouygues UK, take up their respective roles as Chair of the Nation Councils in England, Scotland and Wales this month. The three will work with up to nine council members in each nation to form a key part of CITB's new governance structure.

3. Preparing for Brexit

- **ECHO Committee feedback** – Rob Thompson reported he still hasn't been approached regards this. The CFTF group agreed to remove from the agenda for future meetings until the committee is resurrected.

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- **Status of EU Citizens in the UK** – Tracey provided an outline on the research CITB has undertaken 2017 and 2018 under the title of Migration in the UK Construction and Built Environment. The CITB presentation is circulated with these minutes.
 - **EU Settlement Scheme** – Tracey provided information on how the Home Office will be implementing the new application process for EU citizens to apply for Settled Status under the soon to be introduced EU Settlement Scheme. An employer toolkit and other guidance is now available on the web. Please use the links below to access:
[Toolkit](#) for employers
[Settled status for EU citizens and their families](#) information

4. **Training course provision from CONSTRUCT**

CONSTRUCT's HS&E Manager Dave Armsworth has now completed his train the trainer course to become a Mental Health First Aider trainer and CONSTRUCT will be running the 2 day MHFA courses for members going forward. A course taking place on 8th & 9th August @ £200 per person. The plan is to schedule in a course every 3 months if the demand exists from members; cost of the course will depend on the availability and cost of a venue. Min numbers per course is 8 and max is 16.

5. **CITB Training Model and Grants Update**

- **CITB Business Plan** – The a new and refreshed Business Plan approach from CITB published earlier this year this focuses on 3 strategic priorities – Careers; Standards and Qualifications; Training and Development. The BP contains clear statements and measures to track their progress; unlike previous business plans it will not start again instead this plan refreshes every 3 years. Tracey provided further details on CITB's plans and progress – copies of information circulated with minutes.
- **Standards development progress** – work is ongoing to get more of the standards live by autumn. Once these standards go live ATOs will need to map their own courses to the standards and confirm delivery and quality control; at this point claiming grant will also change for the standard in question.
- **Grants available and claiming process** – at 12th July 769 ATOs had been approved; 7308 courses were on the CTD and 1742 achievements had been recorded on the CTR with 928 automated payments made (does not include CPCS and SSP)
- **Phase 2 Immediate next steps** – see separate sheets circulated with minutes

Members expressed frustrations on the different Training Model elements not working, in particular issues with grant claiming and the drop in value of grant employers are able to claim. All do understand this is a transition period and that we must all work towards getting the systems working effectively. Shirley will feedback the items discussed.

6. **AOB**

Tracey - The CFTF Working Group for the Additional Funding projected related to creating a Careers Activity taster session and toolkit has now met for the first time, second meeting is today but we do not have much progress to report back as yet.

Tracey – has been contracted by Skills London regards taking a stall in the Construction Village at the Skills London event in November. Members agreed not to participate in this event as CONSTRUCT this year. Tracey also gave details on Regional Careers Guidance Shows which she has also been asked if CONSTRUCT /CFTF would wish to be involved in. Members asked for information to be circulated and then a decision would be made.

Action: Tracey to circulate Regional Careers Guidance information to members for feedback on whether to participate in 2019.

Steve H – CONSTRUCT is looking to train up 10 individuals as Construction Ambassadors to go out and promote our sector and the construction industry. Steve provided an outline of the Ambassador scheme and asked members to put forward names to Tracey for the training.

Susan Maher - as Carey Group Training Manager, Susan is undertaking an extensive review of NVQs and their effectiveness and added worth and asked members for their feedback and thoughts on NVQs, quality of and whole process of assessment.

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7. **Introduction to Wellbeing and relaxation techniques** – presented by Joanna May Sta. Ana
Joanna provides Wellbeing sessions and workshops for companies that build an understanding of stress, yoga and meditation and helping individuals to take their wellbeing and mental health into their own hands through simple techniques

See pdf circulated with minutes for more information and Joanna's contact details.

8. **Meeting Closed**

Future Meetings – all 10.30am start.

Thursday 22nd November – Kilnbridge Construction Ltd.