



## REGIONAL FORUM YORKSHIRE & HUMBERSIDE

### MINUTES OF THE MEETING

Tuesday 25<sup>th</sup> September 2007

Held at: CATCH, Kiln Lane, Stallingborough,  
North East Lincolnshire, DN41 8TH

#### Present

Mr Mike Jex	(MJ)	Regional Chair (Re-elected)
Mr David Billington	(DJB)	Acting Regional Chair / TEI Ltd
Mr Jason Riley	(JR)	ECITB
Ms Val Porteous	(VP)	ECITB
Mrs Susy Shields	(SS)	ECITB
Mr Tony Featherstone	(TF)	ECITB
Mr Norman Harrison	(NH)	ECITB
Mr Richard Marshall	(RM)	Grayton Engineering Ltd
Mr Paul Newnham	(PN)	G S Hydro UK Ltd
Mr Mike Bee I	(MB)	BIS O'Hare Engineering
Mr Stephen Blackman	(SLB)	Meldan Fabrications
Ms Claire Booth	(CB)	Meldan Fabrications
Ms Jean Hincks	(JH)	W.M. Codd Ltd
Mrs Kate Lane	(KL)	LES Engineering Ltd
Mr Tim Hinesman	(TH)	LES Engineering Ltd
Mr Steve Shepherd	(SS)	Alpha Plus Ltd
Mr Dave Chapman	(DC)	Holme Steel Fabrication
Mr Chris Claypole	(CC)	Site Service Engineering
Ms Gina Dinsdale	(GD)	Hertel Total asset Management
Mrs Linda Taylor	(LT)	AJ Structural Steels
Mrs Yvonne Day	(YD)	Fabricom

#### Apologies

Mr Mike Pennington	(MP)	Hertel Total Asset Management
Mr Tony Jex	(AJ)	Jex Engineering Ltd
Ms Lynda King	(LK)	Cherrymill
Mr David Ansell	(DA)	Haycock & Hague
Mr Mally Woods	(MW)	Haycock & Hague
Mr John Ramsay	(JR)	Interserve
Mr Mike McNamara	(MM)	Delta Group
Mr Dave Stocks	(DS)	Site Service Engineering

## 1. Welcome, Introduction And Apologies

DJB opened the forum as acting Regional Chair following the resignation of Mike Jex on 7<sup>th</sup> August. He welcomed the group, thanked them for attending and commented that it was good to see so many people in attendance. He explained that he was only acting chair and had no desire to take the position permanently.

MJ explained his reasons for his resignation to the group: in so far as that the revised way the budget allocation had been carried had not been fully debated or agreed by the regional chairs and was biased towards the major players in the industry, and worked against giving regions like Y&H a fair share of the levy as they are mainly made up of smaller contractors.

MJ stated that he felt it difficult to stand in front of this forum showing support for the ECITB after what had happened, however he recognises that his resignation may not have been in the best interest of Y&H and that if the forum wished him to carry on as regional chair he would be willing to do so.

DB stated that he is happy to support MJ continuing as regional chair if everybody else supported him in doing so. MJ left the room to allow the group to discuss whether he should be chair. There were no objections and the general consensus was that MJ does a very good job on behalf of the Y&H region. It was agreed that MJ should continue as regional chair for Y&H .

MJ was advised as to the outcome of the debate and re-joined the forum as Regional Chair.

## 2. Minutes Of The Last Meeting For Approval

Minutes were accepted as a true record.  
JR apologised for the late distributed of the previous minutes.

## 3. Matters Arising From The Previous Meeting

A list of all Y&H inscope companies was distributed, as requested at the last forum. JR confirmed that Eastern Training Services (ETS) are intending to set up a base in the Y&H region. PN expressed concern that ETS will come up to head office's but are not usually prepared to go to sites.

**ACTION: JR / MJ to set up a meeting with ETS to make sure there is clarity.**

Any other matters arising are addressed in the various sections

## 4. Regional Activities

- **Apprenticeship Programmes**

### 2006 Apprentice Intake – Update

- All 32 apprentices have completed 1<sup>st</sup> year off the job training at CATCH
- Remaining 3 apprentices being trained outside Y&H region are due to leave training centres October 07
- 100% achievement and retention in Y&H
- All 2006 apprentices are employed status, except 1 plater awaiting placement.

### 2007 Apprentice Intake – Update

- Company pledges to date 64 – Disciplines: Mechanical Fitters, Platers, Pipefitters, Welders, Steel Erectors, Electrotechnical
- Over 450 applications dealt with in regional office.
- All apprentices have now started their relevant training courses, the majority of them at CATCH (GIFHE), 4 pipefitters at Brinsworth Training and 1 Project Control apprentice at NETA.
- All apprentices are employed status from day one.
- Contracts currently being issued to relevant companies along with grant claim form and learner registration forms,

DC asked if there were any age restrictions with apprentice applications. TF explained that there isn't but the full funding is for 16-18 year olds.

### Project Control Advanced Apprenticeship Scheme

- New apprenticeship scheme / pilot September at NETA
- 1 apprentice from Y&H on course
- 3 year apprenticeship – 1<sup>st</sup> year off the job / 2<sup>nd</sup> & 3<sup>rd</sup> in company.
- Framework requirements
  - NVQ Level 2 Project Control (on & off the job)
  - NVQ Level 3 Project Control (on the job)
  - National Certificate in Eng Construction
  - Keyskills
- Please advise JR if anybody is interested in us running this course at CATCH for 2008

- **Recruitment / Careers / Funding Initiatives**

Funding – any money received via funding will go to Y&H. MJ challenged TF about whether that would change to which TF stated that it wouldn't.

A bid has been submitted for Awards for All Lottery funding (£10,000) and there is a possibility of an application to Yorkshire Forward (up to £2m)

VP handed out an Engineering Diploma leaflet and directed people to the web page [www.engineeringdiploma.com](http://www.engineeringdiploma.com)

VP discussed the Careers Roadshows arranged for November / December 2007 and the Roadshow sponsorship.

- **Short Courses (SMTD)**

JR reported on the latest SMTD figures:

**New Style SMTD**

- 51 Candidates have completed new SMTD module to date
- 55 Candidates booked on remaining courses in 2007
- 90 Candidates in total (inc Old Style) attended SMTD in Y&H to date
- Estimated total for 2007 is 145 against a target of 120

**Old Style SMTD**

- 39 Candidates attended courses
- Further Old Style SMTD modules will be arranged upon company request for employees who need to complete the old modules. Could companies please collate lists of any requirements and forward to JR or SS ASAP

- **Regional Discretionary Fund**

JR requested that all invoices for successful Discretionary Fund applications be submitted to us by the end of November, as there will be no carry over into next year.

JR reported on the latest RDG figures:

- £50,000 total allocated budget for Y&H
- £45,500 committed (Sept 07)
- 11 companies have received funding
- Approx 199 employees attended courses – over 48 different courses
- Total application 58 – Approved 51 / Rejected 7
- Approved courses will be funded up to a maximum of 50%

## **5. ACE Update**

JR reported that he believes funding is now available in Y&H for ACE assessment via Train to Gain (T2G), with ARC training. We are currently negotiating this with T2G but as far as he is aware this will involve no cost to companies as the assessors can pull down enough funding.

PN asked if you can apply for multiple ACE cards eg Pipe / Plate / Mech. MJ answered that that candidate would need to complete separate NVQ Level 3's and secondary qualifications are not usually funded by the LSC. MJ suggested that an employee could have a record of competency in different disciplines, but hold the one core card (ACE).

A discussion then followed about T2G having 'moved the goal posts' in now funding up to a level 3 as they only used to fund up to level 2. It was confirmed that T2G do now fund up to level 3.

RM asked MJ what Corus's stance was on ACE. MJ said that they are supportive but in the short term Corus probably won't ensure all individuals have ACE cards but he felt that in the long term they would have to as the HSE may come down on them.

MJ stated that competency is not an issue that is going to go away – we need to have ACE or some other mechanism to demonstrate competency. He stated that ACE is the preferred option in Y&H by most clients.

There was a debate about how to deal with the transient workforce – MJ conceded that he's not sure of the best way to deal with it and that it will be a challenge. It is an ongoing issue.

JR reported on the latest ACE figures for Y&H:

#### **Y&H Figures (Aug 07)**

- Total Registration – 1895
- Candidates in Assessment – 963
- Completions – 932

#### **UK Figures (Aug 07)**

- Total Registration – 5959
- Candidates in Assessment – 2477
- Completions - 3482

## **6. TECSkills**

The figures for TECSkills:

- 60 Registrations to date in Y&H 2007 – Fabricom, Babcock, AMEC
- 344 Registrations to date Nationally in 2007
- Coaching course has now be renamed the 'TECSkills Knowledge Course'
- Knowledge courses are being delivered at Grimsby College on 5<sup>th</sup> & 12<sup>th</sup> October 2007

It was explained that the grant structure has changed (as from 01/08/07). MJ explained that the grant payments have been lowered as some companies were capitalising on TECSkills payment and were putting people through this route rather than the apprenticeship programme – achieving them level 2 qualifications but were not progressing them on to level 3.

## **7. Technical, Supervisory & Management Programmes**

NH gave an overview of Technical, Supervisory & Management Programmes (TS&MP) of which there are 69 different courses and programmes.

He introduced the new Supervisory Management Training & Development (SMTD) programme. This is a 7 module programme mapped to the National Occupational Standards in Management & Leadership at Level 3.

There are five one-day workshops available to be held at various venues round the UK but mainly in the North West and North East. They are:

- Interpersonal Skills
- Safety Awareness
- Technical Leadership
- Train the Coach – Occasional Trainer
- Maintenance Strategy
- Complete revision of the NAECI Workshop for Managers and Workplace representatives

A total of 1,456 attended courses this year:

- 987 Supervisory/Management
- 128 Technical courses, e.g. Primavera/CAD
- 318 Project Management and Project Control
- 23 MSc; EMP; ECI Master Class

NH reported that 370 were still booked to go on SMTD courses to December and another 200 Project Management.

NH asked that if anybody was interested in joining a working group to discuss the changes in the Project Management course, please let JR/VP/SS know.

### **Active Cup**

NH gave an overview of the Active Cup competition. It is a competition aimed at people such as young project managers as a learning experience.

The competition is held over a weekend in January 2008 at Cranfield School of Management.

A team can be from companies, regions, sites (ie mixed with client employees). Could anybody wishing to put a team forward, please contact NH.

## 8. Budgets / Plans 2008

The budgets for 2008 are going to be restructured. In previous years it was calculated on a head count of people working in the region. The 2008 budgets will be calculated on levy income in each region.

Training for companies from other regions will continue in Y&H but all costs will be paid from the budget of the region where the head office is.

TF explained that the budget is very much linked to a legacy cost – some of the legacy costs will no longer be there as they will be moved to the region in which they come from.

## 9. Date, Location And Time Of Next Meeting

The date of the next forum is yet to be confirmed.

## 10. Lunch / AOB

MJ asked the forum to discuss whether they feel that we need more or less apprentices to be taken on next year. Nobody said that they would be taking less apprentices and Fabricom and LES confirmed that they would be taking on more.

O'hare Engineering and Fabricom expressed an interest in a Project Control apprenticeship in Y&H.

**ACTION: JR to invite Andy Brown to the next forum to give a presentation on Project Control**

JR stated that he wants to start receiving pledges for the 2008 apprentices in January. He will also organise an open day for Jan / Feb time.

It was agreed that the open evening last year was quite a success but DJB would like to see it moved around to other areas.

TH asked about Scholarship funding and whether it can be built into the national budget.

**ACTION: VP to look into the availability of progression funding**

PN put the suggestion forward that a sub committee behind the regional chair is set up, to ensure opinions are always neutral. MJ is very happy to have support from anybody in the region.

**ACTION: SS to email Y&H companies to see if there is a wish for company reps to come to meetings in between forums.**

PN questioned whether a forum could be held in West Yorkshire. DB answered that the forums need to be wherever will get the biggest attendance and that is currently CATCH.