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| Minutes of Group AGM Meeting  held online via zoom on 16th March 2021 at 10:30am | | | |
| Present: | | Alan Kirkwood-Geo Leslie; Adrian Aikman & Janine Coll -Luddons; Sean Davidson – Kilmac; Grahame Barn – CECA Scotland; Bart De Lombaerde – Meadowhill Accounts; Jenny MacIver & Teri Urquhart – Eastwick; Mark Mahony – Amey- Binnies; Andy Rycroft-Malcolm Const; Barry Robertson – KN Group; Saffron Grant – SOFC; Scott Harvey - MacKenzie Const; Teresa Mylott-Cleantech Civils; Campbell Beaton – Kelburne Const. Glenda Douglas – CECA Scotland; Gary Logan-Advance Cons; Annabelle Wedderburn-BCS Group. | **Apologies:** Kerwin Stephens – R J McLeod; Andy Manson-I&H Brown; Aideen Jeffrey-Farrans; Barry Blackwood-Story Contracting; Wallace Dick; Nikki Mearns-Galliford Try; Shamila Suvarna-Binnies; D Coates & C Lironi- DP-S Group; Cara McMurdo-Hardie Eng; Alan McWhinnie- Barhale; Nikki Robertson-KN Group; Jennifer Young- Global Infrastructure; Michael McManus-Colorado Const; Lisa Haycock-Farrans. |
|  | **ACTION POINTS ARE UNDERLINED** | | |
| 1 | **Welcome** | | |
|  | The Chairman, Adrian Aikman, welcomed everyone to the virtual meeting and thanked them for their attendance. | | |
| 2 | **Chairman’s Report** | | |
|  | The Chairman thanked the Group Training Officers (GTOs) for their work during 2020 under difficult circumstances.  The 2020 Careers Event was mentioned and thanks were given to all participating members who assisted the GTOs at the event.  He reported the good news that as a result of a recent meeting with CITB, our group will be receiving an administration grant of £28k, however there will be no further monies as in previous years to put towards discounted training. | | |
| 3 | **Group Training Officers Report** | | |
|  | This report had been circulated among members previous to the meeting – no questions were raised. It is likely the number of training days delivered in 2020 would have been much higher had it not been for Covid-19 as many courses were cancelled. Full details are contained within the report – further copies can be provided on request.  Jenny discussed the discounts that we have negotiated from most of the training providers we use, these range from 5% to 25% and savings will be passed on to members. The Chairman hopes these discounts will encourage members to utilise the group buying power to source their training. Please let GTOs know if any members can source training with better discounts.  Types of training courses were discussed, members discussed potential future demand for training via Scottish Water and other major clients. These include:  EUSR Categories 1 – 2 – Cat & Genny  EUSR Categories 3, 5 & 5 - Excavation & Shoring  CompEx – comprising 14 modules including General Operative/ Design / Competent Person / Water / Gas / Vapour etc.  Teri mentioned that the New Road & Streetworks training (NRSWA) courses are very busy and soonest available at some providers is late June. GTOs would like members to inform them of any training providers they have used who offer any of the above courses so they can be added to the provider list.  CECA are in discussions with Scottish Water and GTOs hope to meet with relevant sources to determine future training requirements once the supply chain for their SR21 frameworks is determined. This process should be completed by September 2021.  Among other courses, CECA have sourced funding from CITB this year and hope to offer a range of courses to members including Microsoft Teams, Drug & Alcohol Policies and NEC. Grahame Barn will provide details of upcoming courses for group members. | | |
| 4 | **Accounts Report** | | |
|  | Bart discussed the Financial Statement and accounts, thanked members for paying bills promptly and the balance in the bank at year end is £36k – full statement available on request. | | |
| 5 | **2020 Careers Event** | | |
|  | Teri provided a short presentation on the construction & civil engineering careers event – copy available on request. This was a very successful event including 60 school pupils from 4 Glasgow Schools and would have been repeated throughout Scotland if not for Covid-19 and subsequent withdrawal of CITB funding. | | |
| 6 | **Future of CITB Training Funding** | | |
|  | As previously discussed the group will receive a £28k administration grant towards their running costs but will no longer be receiving any further funding for members to use for discounting training. The GTOs will be happy to discuss CITB’s Skills & Training Funding and can put members in contact with their CITB adviser who will assist in completing funding applications.  The GTOs ensure that where possible CITB Approved Training Organisations (ATOs) are always used to deliver training to enable employer grant claims. Let Jenny or Teri know if any grant payments are missing for training carried out through the group and they can liaise with relevant providers.  Alan Kirkwood brought up the subject of the Govt Apprenticeship Levy which is only currently available to be spent by eligible companies through their local colleges. If this was to be opened up so that Training Groups (TGs) were included then companies would benefit greatly by being able to have sector specific training delivered through their TG – any member companies eligible for this funding (with funds remaining) willing to test this option through SCTG please get in touch with GTOs. | | |
| 7 | **Election of Office Bearers** | | |
|  | Adrian Aikman of Luddon Construction was officially voted in as Chairman  Barry Robertson of KN Group was officially voted in as Vice Chair  Alan Kirkwood of George Leslie was officially voted into the new post of Past Chair  Sean Davidson of Kilmac & Mark Mahony of Amey-Binnies were both voted onto the committee | | |
| 8 | **Any Other Business & Date of Next Meeting** | | |
|  | Future Ordinary General Meeting could take place in either August or September and the GTOs will arrange a suitable date where virtual attendance will be made possible as well as live attendance – if current restrictions are lifted.  Saffron Grant raised a query on whether the group had reached a capacity of membership or whether to recommend the group to companies – no capacity issues and all new members are welcome.  There being no further business the meeting concluded at 11:40am | | |
| 9 | **Guest Speaker** | | |
|  | George McNeill, ex footballer and championship sprinter provided the group with a one hour address including comedic stories of his past career. For those who could not attend, a recording is available of this presentation on request from the GTOs. | | |
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