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| Minutes of Group AGM  Held on Wednesday 6th Oct 2021 at 10.30m – Virtual via Zoom | | |
| Present: | | Adrian Aikman & Janine Coll -Luddon Andy Manson-I&H Brown;  Alan Kirkwood- George Leslie; Lauren Pratt -Kilmac,  Kerwin Stephen -R J McLeod, Gary Logan-Advanced Const,  Catriona McArthur- McLaughlin & Harvey Const, Jonathan McAveety-CECA Scotland,  Bart De Lombaerde-Meadowhill Accounts, Billy Baxter-CITB,  Mark Mahoney-Amey; Jenny MacIver & Teri Urquhart–Eastwick Partnership |
| Apologies: | | Barry Robertson-KN Group;Andy Rycroft -W H Malcolm,  Saffron Grant-Digital Const Project; Barry Blackwood- Story Contracting  Grahame Barn- CECA Scotland |
| 1 | **Welcome, Apologies & Update** | |
|  | Adrian Aikman - Chairman welcomed everyone to the group AGM. He acknowledged that many member companies have had a very busy year but still managed to engage with the group which has resulted in a marked increase in training days delivered. Adrian noted that Billy Baxter of CITB had commended the group on high levels of training delivered. | |
|  | **Previous Minutes & Action Points** | |
|  | The previous minutes were discussed and no action points detailed. | |
| 2 | **Accounts Report** | |
|  | Bart went through the year accounts to date – accounts copy available on request Bart thanked the members for continuing to be prompt at paying invoices and there are no outstanding payments. Membership fee reminders to be sent out. | |
| 3 | **EUSR Update on Virtual Card Scheme** | |
|  | Carole Bishop, Head of Registration Services at Energy & Utility Skills gave a presentation on the new Virtual card scheme. The presentation is available to all members on request and Carole is happy to answer any further queries from members. Please get in touch directly if you have any questions. EUS would also be grateful for any feedback on the new virtual card scheme.  Office: 0121 745 1310 | Direct: 0121 713 8225 | Mobile: 07876 231 967  [Carole.Bishop@euskills.co.uk](mailto:Carole.Bishop@euskills.co.uk) | [www.euskills.co.uk](http://www.euskills.co.uk/)    Questions from the meeting  TU Q: Are card fees regulated by EUS? CB A: EUS have a set fee for registrations/cards but do not regulate provider admin fees.  KS Q: Will renewal reminders be sent out? CB A: Now EUS is collecting candidate emails renewal reminders will be sent to the candidate by the new system.  KS Q: Can renewal training/assessment be booked by a company not just an individual? CB A: Card registration belongs to an individual candidate so responsibility for renewal is the candidates, but anyone incl a company can book the renewal course. | |
| 4 | **Civil Engineering Operative Apprenticeship Training in Scotland** | |
|  | Kerwin Stephen of RJ McLeod had been looking into the possibility of taking on Civil Engineering Operative Apprentices. There doesn’t seem to be any college/training centre in Scotland at present offering a training/assessment route for Civils Operatives and KS feels this is a gap in the total Civils Apprenticeship training package on offer.  Existing provision is more tailored to Building Operative. The group agreed to look at what is currently available training, assessment, funding etc and then report back to OGM with finding/recommendations. AA suggested a small working group from the committee with the GTO’s pull the information together. BB noted that NCC Scotland offered an operative apprenticeship and will provide further info. LP c/o Kilmac is also interested and looking into a Civils Op Apprenticeship.  \*Info from CITB attached with minutes | |
| 5 | **Group Training Officer Report** | |
| Teri opened with info on numbers of members & high levels of training activity in 2021, BB commented that the number of training days delivered was one of the highest levels among other Scottish groups. Jenny covered CITB objectives/targets for the coming year and asked members to keep GTOs informed about taking on any Youth Employment Scheme new entrants. Administration funding for the group has been confirmed by CITB for 22-23. GTO report available on request. | | |
| 6 | **Flexible Workforce Development Fund** | |
|  | Megan Ronnie from Skills Development Scotland gave a presentation on the Flexible Workforce Development Fund (FWDF), for those companies who pay the Govt Apprenticeship Levy in Scotland and are entitled to the ≤£15k funding you can now train with SCTG and claim back the cost through your FWDF.  The training can be for any upskilling or reskilling needs (provided it is not statutory as part of a job role) – delegates must reside in Scotland.  Further information from SDS on what training can be included/ timescales for claiming / how to make a claim is available to eligible companies and will be emailed to all group members. Application link: <https://funding.ourskillsforce.co.uk/> | |
| 7 Election/Re-election of Office Bearers | | |
| Adrian Aikman of Luddon Construction will continue as Chairman  Barry Robertson of KN Group will continue as Vice Chair  Alan Kirkwood of George Leslie will continue in post of Past Chair  All committee members agreed to remain in post – anyone interested in joining the committee please contact the GTOs.  We still require a Treasurer to oversee the current bookkeeping role - volunteers are sought. Anyone who could fulfil this role should contact the GTOs. | | |
| 8 Any Other Business & Date of Next Meeting | | |
| GTOs reminded members to ask for training whether or not these courses are advertised.  BB briefly spoke about CITB funding for digital support for growth /digital skills.  Also info on how companies can apply for Skills & Training Funding to put towards most grant eligible training – this is more flexible this year and simpler to access.  GTO’s asked for a list of Local CITB Contacts to send to member companies  Info from CITB attached with minutes\*  Next full group meeting will be the OGM at a date to be advised in October 2022. | | |
| 9 Action Points | | |
| 1. Flexible Workforce Development Fund info to be provided to all members SDS & GTOs 2. Members are reminded to inform GTOs of any youth employment trainees All 3. Info to all members on Digital Skills Growth, Skills &Training Fund BB & GTOs 4. Up to date list of CITB Local contacts for Scotland to send member companies BB & GTOs 5. Info on Civil Apprenticeships to be circulated to members BB & GTOs 6. Volunteers are requested for post of Treasurer All 7. Report on Civil Operative Apprenticeship Findings for OGM GTOs & Cmmte | | |
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