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| Minutes of Group AGM  Held on Thu 14th Dec 2023 via Zoom | | |
| Present: | | Adrian Aikman - Luddon Andy Manson - I&H Brown  Alan Kirkwood - George Leslie Lisa Banting - W H Malcolm  Kerwin Stephen - R J McLeod Billy Baxter – CITB  Bart De Lombaerde - Meadowhill Accounts Jennifer Young – Global Infrastructure  Lauren Pratt - Kilmac  Jenny MacIver & Teri Urquhart – Construction Training Advisory Partnership (GTOs) |
| Apologies: | | Shamila Suvarna – Binnies Grahame Barn – CECA Scotland |
| 1 | **Welcome & Apologies** | |
|  | Adrian Aikman - Chairman welcomed everyone to the meeting and thanked everyone for their flexibility after a few date changes. | |
| 2 | **Previous Minutes & Action Points** | |
|  | The previous minutes were discussed and approved. New committee members were welcomed.  CITB flyer was discussed – Teri commented that this was not particularly suitable for sub-contractors / small companies. Lauren Pratt offered to review and re-do our existing flyer to attract small companies. GTOs to send both copies to Lauren and cc committee. | |
| 3 | **Accounts Report** | |
|  | Bart provided an overview of the Group accounts and financial statement. Copies available on request.  New bank account to be considered or amalgamating both separate accounts into one rather than have stand alone account for Employer Network project. | |
| 4 | **Recruitment needed for Bookkeeper, Accountant & Treasurer** | |
|  | Bart De Lombaerde will be resigning his post of bookkeeper as at 31st Dec but has agreed to remain in post until end of January 2024 to complete a handover to new bookkeeper of accounts. He will also complete our end of year accounts for 2023.  Adrian and the committee thanked Bart for all his efforts over the past years.  GTOs have sourced a new bookkeeper who will begin in early January 2024. Post of treasurer to be discussed at AGM in 2024. | |
| 5 | **Group Training Officers Update** | |
|  | Teri provided an overview of training delivered – mostly under the CITB EN Grant Back Project which has increased previous training days by over 90% to 2183. Members now total 66. 2023 most popular courses were Site Safety Plus / EUSR Excavation/ National Water Hygiene & DOMS – Full list on GTO report - uploaded to our website:  [**https://scottishcivilstraining.co.uk/wp-content/uploads/2023/12/GTO-Report-OGM-14th-Dec-2023.docx**](https://scottishcivilstraining.co.uk/wp-content/uploads/2023/12/GTO-Report-OGM-14th-Dec-2023.docx) | |
| 6 | **Employer Network Project Funding** | |
|  | Progress on first quarter of the new project is available on GTO report. Discussion on employer cap being reset in 2024 – exact cap amounts to be circulated to committee for approval.  The current EN fund will close at the end of July 2024 - GTOs encourage all eligible employers to make use of this funding whilst it is still available – especially for expensive training as there will be 50% – 75% grant back and no need to claim from CITB. <https://scottishcivilstraining.co.uk/courses-training/> | |
| 7 | **CITB Update** | |
|  | Billy Baxter provided an update on CITB’s funding for Training Groups in general and the EN project. CITB recognise the valuable contribution TGs make to industry. CITB executive will meet in January 2024 to discuss TG future.  Regarding the EN Projects – CITB are monitoring all EN pilot projects in the country – some working well, some not. But this looks like the direction of travel for the future.  Skills & Training Fund is being doubled for employers – companies can now apply for a second fund after first has been spent.  Plant Standards & Grants – CITB are looking for industry feedback. Please find below links to two surveys CITB have put together to collect feedback from industry on the changes that have been introduced as part of the plant project. There is a specific survey for employers and one for providers and CITB are looking to collect as much detailed feedback as possible.   Please complete these surveys so CITB can capture the feedback which will help shape any changes required as part of the pilot and what happens with phase 2 and onwards.  [Employer Survey (Plant Changes)](https://citb.welcomesyourfeedback.net/s/l4tbzb) [Provider Survey (Plant Changes)](https://citb.welcomesyourfeedback.net/s/b9vgzs)  CITB’s Industry Impact Fund is still available and underutilised – no bids have been approved from Scotland to date. Billy to supply some examples of successful bids to encourage uptake.  CITB’s Leadership & Management funding – the group are interested in further release of this fund – Billy to update on availability.  There will be a CITB Employer Roadshow – in place of the cancelled Aberdeen roadshow – this will now take place on 6th March 2024 at Pittodrie Stadium in Aberdeen. | |
| 8 | **CECA SCOTLAND Annual Awards & Dinner (Most Promising Modern App Category Sponsor)** | |
|  | The group members thanked Graham Barn of CECA Scotland for their generous offer to provide the above sponsorship plus a table for 8 at the Annual Awards dinner to the group free of charge in 2024. If any member would like to attend the group table please get in touch with the GTOs. | |
| 10 | **Any Other Business & Date of Next Meeting** | |
|  | Teri mentioned a Build a Better Leader programme being offered by Esteem Training – info available on request. GTOs asked CITB to support recruitment for a 1 day masterclass / introduction through the EN project in the Highlands – to be confirmed.  Andy Manson received direct contact by CITB offering his company up to 80% funding to join an EN project in the Angus/Perth area and questioned if this is a route by CITB to eliminate existing TGs / competition to the civils EN project. Billy Baxter assured Andy he would feed back to CITB and that contact was only made because his company are within the geography covered by that EN project. Billy ensured any SCTG companies would not be contacted in future.  Alan Kirkwood wanted to warn members about rouge VQ providers as his company has recruited personnel who have been awarded SVQ L4 Construction Management without ever being visited on site/ monitored for their VQ. AGM will be late March / early April 2024 – to be confirmed. | |
| 11 | **Action Points** | |
|  | EN Grant Back Project Supply Chain flyer for SCTG members to be updated & approved **LP & GTOs**  Suggestions requested for interesting speakers for forthcoming meetings PLEASE! **All**  GTOs to circulate proposals to committee for employer cap under EN project for 2024 **GTOs** | |
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