



MEETING MINUTES

Subject:	Skills and Employment Forum
Date and time:	Wednesday 2 nd May 2018 10am – 12.30pm
Location:	5th Floor, Rm: Duffield - Cottons Centre, Cottons Ln, London SE1 2QG
Attendees:	<p>Skills and Employment Forum Chair Pat Fitzsimons</p> <p>External representatives Aklak Ahmed (RB Greenwich) Angela Coulson (Livetts) Billy Seago (Hammersmith and Fulham) Cameron Shirley (Wandsworth) Chris Dransfield (Build London) Chantelle Daniel (Wandsworth) Colin Middleton (Tower Hamlets) Giovanni Basile-Garcia (Westminster) Kath Moore (Women into Construction) Richard Pearce (Southwark) Sarah Spindler (GLA)</p> <p>Project representatives Elaine Alderton (Tideway) Jeremy Galpin (Tideway East, CVB) Lilia Frunzo (Tideway West, BMB) Scott Young (Tideway) Shireen Ali-Khan (Tideway) Tom Lane (Tideway West, BMB) Tom Travers (Tideway Central, FLO)</p>
Apologies:	<p>Ahmed Ali (Newham) Briony Wickenden (CeCa South) Chris Livetts (Livetts) Christine Lynch (Tower Hamlets) Denise Atkinson (Lewisham) Graham Sutton (City of London) Janette Welton-Pai (CITB) Jaqueline Faulkner (Lambeth) Jaspreet Ruprah (Ealing) Jim Jessop (City of London)</p>

	<p>Karen Gray (Wandsworth) Kinsley Otubushin (RB Greenwich) Leonie Burke (Hounslow) Lorna Burley (Lewisham) Mark Ward (RB Kensington and Chelsea) Michael Heanue (Greater London Authority) Peter Ellis (RB Greenwich) Rachel Hart (RB Greenwich) Richard Tribe (Greater London Authority) Roger Daley (Lewisham) Romana Anjum (Newham) Samina Hussain (Hounslow) Sean McKee (London Chamber of Commerce) Susan Pieterse (Hounslow) Tara Lucas (Newham) Thomas Harding (Westminster) Yvonne Howard (Women into Construction)</p> <p>Project representatives</p> <p>Chris Stratford (Tideway) Emily Tomsett (Tideway West, BMB) Gary Frew (Tideway) James Smith (Tideway) James Spikesley (Tideway) John Gullick (Tideway) Juliana Postarini (Tideway Central, FLO) Katie Ashton (Tideway West, BMB) Molly Albone (Tideway East, CVB) Roger Bailey (Tideway)</p>
Doc ref:	

	Action item / Notes for the record	By who	By when
	<p>Safety Moment</p> <ul style="list-style-type: none"> - PF started the forum with talking about the importance of Health and Safety in all areas of life and not for when you are onsite. E.g. On your way to work, going home. - SY revealed to the group Tideway's achievement with being listed in this year's Times, Top 50 Employers for Women. As well being listed in the UK's Disability Confident Scheme. 	To Note	To Note

	Action item / Notes for the record	By who	By when
1	<p>Review of minutes from last meeting and actions arising</p> <ul style="list-style-type: none"> - PF went through the previous minutes and brought up actions arising. - From one of the actions, the group discussed ongoing issues with referrals. - BS discussed possible reasons for the low numbers of referrals on Tideway. One, it could be down to personal issues faced by candidates. Two, lack of information being provided to a candidate, on job requirements. E.g. CSCS card. - BM added with record levels of low employment within our boroughs, will also impact the number of referrals. - The group discussed best practices on how to capture data on referrals. - CD went through how Build London (BL) aim to hope show this by collating data on their candidates. Recording total number of applicants for any opportunity; jobs, work placements and apprenticeships. They also record all applicants that have been referred on from the other brokerages and Women into Construction. - SY mentioned another possible issue could be the volume of referrals into BL. E.g. there has been roughly 220 vacancies from Tideway. With roughly 550 applicants being referred for these roles. Meaning only 3 applicants are applying for one role. - CD then went on to talk about the launch of Lewisham Construction Hub and provided the group with an up to date on the BL are doing with M.I.T Skills (<i>national training provider, specialising in work-based learning; Pre-Apprenticeships, Apprenticeships, Traineeships and Study Programmes</i>). They have been working with M.I.T in Lambeth, moving candidates into identified roles. - SY reviewed with the group Tideway's procurement spending map. It shows how 	<p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p>	<p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p>

	<p>much we are spending down the supply chain with local businesses (<i>procurement map has been attached to the calendar invite</i>). This information is from the MWC's on their tier 2 and 3 supply chain spend.</p> <ul style="list-style-type: none"> - SAK talked about Tideway's Tunnelworks app. Informing the group of the interactive educational resource, that showcases how a TBM works and provides details of roles on the project. - For further details on the app, click on the link - https://www.tideway.london/tunnelworks/ - SY confirmed to the group, that as requested he spoke to Roger Bailey regarding the 20% drive site target. Following on from this discussion there will no further changes on this target. - Action: SS and JWP to present on The Mayor Construction Academy. - Action: SY to provide the group with a breakdown version of the procurement map. Reflecting the spend value across Tideway via our MWC's. - Action: SY to explain to the group why we are unable to provide SME details in the breakdown of the procurement map. - Action: All To start having a more in-depth discussion on referrals at the LOOG meeting. 	<p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>SS / JWP/ SY SY</p> <p>SY</p> <p>All</p>	<p>To Note</p> <p>To Note</p> <p>To Note</p> <p>Oct'18</p> <p>Oct'18</p> <p>Oct'18</p> <p>Oct'18</p>
2	<p>Skills and Employment Plan - Sign off from boroughs</p> <ul style="list-style-type: none"> - TL went through the collaborative efforts of the MWC's to handle the feedback from the local boroughs and amending the project plan. - SY Tideway are discussing at an initial stage, whether a bid should be placed for the national retraining scheme. Further updates on what happens next will be provided. - SS provided more information to the group on the National Retraining Scheme. The hope of this scheme is for it to boost productivity and tackle skills shortages in sectors identified as areas of growth. 	<p>To Note</p> <p>To Note</p> <p>To Note</p>	<p>To Note</p> <p>To Note</p> <p>To Note</p>

	Including construction, automotive, artificial intelligence and creative industries.		
3	Build London Review & Dashboard <ul style="list-style-type: none"> - CD updated the group on how they have been performing over the last quarter and looked at how they have adapted to changes of the GDPR. - CD went on to talk about the future major project proposal they have with CITB, with FLo supporting in a lead accountability role for due diligence. The initiative is to train potential; slingers, signallers and traffic marshals. £1,000 has been budgeted per training. - Before this starts jobs need to be identified first before putting individuals on the training. 	To Note	To Note
4	Future Governance / Terms of Reference <ul style="list-style-type: none"> - PF reviewed the feedback on learning more how we can make the forum more effective. - CD (Chantelle Daniel) Asked if at the LOOGs an exception report could be fed back up to the Skills and Employment Forum. To tackle common or tractable issues. - Action: PF would like for us to add WiC to the performance agenda going forward. - Action: Skills and Employment Team (S&ET) to reshape format of meeting to reflect discussion. 	To Note MA S&ET)	To Note Oct'18 Oct'18
5	AOB <ul style="list-style-type: none"> - KM updated the group on their current performance and newest recruit. - TL provided the group with an update on tunnelling apprenticeships. - BS talked about an upcoming event on Thursday 18th October. Jobs fair with West London Alliance. 	To Note	To Note
Next meeting (date, time, location):		Wednesday 3 rd October 2018 at 10am Cottons Centre, Rm Effra	