Meeting minutes

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| Subject: | Skills and Employment Forum |
| Date and time: | Wednesday 3rd October 2018 10am – 12.30pm  |
| Location: | 5th Floor, Rm: Effra - Cottons Centre, Cottons Ln, London SE1 2QG |
| Attendees: | * + 1. **Skills and Employment Forum Chair**

Phil Stride (Interim) **Deputy** Brian McKeown (JCP)* + 1. **External representatives**
		2. Billy Seago (Hammersmith and Fulham)
		3. Barry Bugden (Lewisham)
		4. Chris Dransfield (Build London)

Jaspreet Ruprah (Ealing)Karen Gray (Wandsworth)Kath Moore (Women into Construction)Lorna Burley (Lewisham)Libby Dunsten (Southwark)Robert Andersen (LBHF)Sarah Spindler (GLA)**Project representatives**Elaine Alderton (Tideway)Jeremy Galpin (Tideway East, CVB)Juliana Postarini (Tideway Central, FLO)Molly Albone (Tideway East, CVB)Mónica Lobo (Tideway) Scott Young (Tideway)Tom Lane (Tideway West, BMB)Tom Travers (Tideway Cen |
| Apologies: | * + 1. Ahmed Ali (Newham)
		2. Aklak Ahmed (RB Greenwich)

Soyful Alom (Westminster)* + 1. Angela Coulson (Livetts)

Clare Edgson (Hammersmith and Fulham)Sean McKee (London Chamber of Commerce)Gary Frew (Tideway)James Smith (Tideway)James Spikesley (Tideway)John Gullick (Tideway)Katie Ashton (Tideway West, BMB)Roger Bailey (Tideway)Christine Lynch (Tower Hamlets)Jaqueline Faulkner (Lambeth)Graham Sutton (City of London)Clive Jelf (RB Greenwich)Colin Middleton (Tower Hamlets)Denise Atkinson (Lewisham)Giovanni Basile-Garcia (Westminster)Graham Sutton (City of London)Kinsley Otubushin (RB Greenwich)Leonie Burke (Hounslow)Michael Heanue (Greater London Authority)Mark Ward (RB Kensington and Chelsea)Peter Ellis (RB Greenwich)Rachel Hart (RB Greenwich)Richard Pearce (Southwark)Richard Tribe (Greater London Authority)Romana Anjum (Newham) |
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|  | Action item / Notes for the record | By who | By when |
|  | Safety Moment * SY/ PS shared a health and safety video to the group. The video was of someone onsite trying to move a cable that no one knew was live (thankfully no one was critically harmed). The video stressed the importance of correct checks and reports being made and treating cables with respect as it can be extremely dangerous.
 | To Note | To Note  |
|  | **Action item / Notes for the record** | **By who** | **By when** |
| 1 | **Review of minutes from last meeting and actions arising** * **Action: MWC’s** are to add a new standing item to their LOOG’s agenda called Exception Report. This report will feedback to the skills and employment forum on any reoccurring issues to be reported by Exception Report that are not being resolved at local level.
 | MWC’s | 1st May  |
| 2 | **Exception reports from LOOGs and boroughs*** **ML and BS** both mentioned that Tideway and LBHF will be supporting Construction Youth Trust (CYT) with their school partnership programme, that allows for a better coordination of S106 and CSR of different employers and target students in risk of becoming NEETs.
* **SY** provided all with the good news of Tideway’s 100th apprentice opportunity offered, being the current total 113th. There will be a Comms piece in the coming weeks with an acknowledgement of Tideway’s 1st and 100th apprentice on the project!
* Other good news followed with Flo, hitting their apprenticeship target with 12 apprentices. **JP** also added that Ferrovial will also be looking to add 3 more new apprentices to their current 1.
* Next, the group discussed the importance of forming a tunnelling apprenticeship cohort and noted the hard work from **TL** to get this started. **TL** hopes to have the cohort organised by the end of the year or the start of 2019. **JG** also spoke about the importance of an alliance wide collaboration on the recruitment of Tideway’s Tunnelling operatives.
* **JR** has asked if the MWC’s can give as much notice to boroughs on when they will start the recruitment process for their tunnelling apprentices, to ensure the right candidates are put forward.
* **SY** Made the group aware of BMB not continuing their contractual relationship with Build London. BMB are now to deliver on what was covered by Build London and will need to be on top of; job advertisements, reports on referrals, job starts and other details on candidates. **BS** raised his concerns expressed on behalf of H&F and **LB** on behalf of Lewisham about the ability of BMB to fulfil requirements around local job advertisement. With BMB no longer using the support of Build London.
* **TL** responded to the concerns, by trying to reassure the group on what BMB will work hard to do; ensuring they will advertise roles through the relevant channels, produce reports and keep all updated with their progress.

**Actions:*** **TL** asked **PS** to speak to TUCA about the next steps to ensure that they can deliver the Tunnelling Operatives Apprenticeship early in the New Year.
* **MWC’s** to provide updates with the Tunnelling operatives recruitment at their LOOG’s.
* **BM** asked **TL** to check with their contacts (job brokerages/boroughs) for sending out job advertisements and be sure those who are on the list are okay with being contacted? (this is to be sure we comply with GDPR)
* **LB asked TL** to introduce themselves as the main direct contacts for job queries going forward.
* **PS** asked **TL** to provide updates at LOOG’s on developments of working and new processes, without the support of Build London. How is it working in practice?
* **TL** to ensure that job advertisements from the West goes out to all boroughs.
* **JP** asked **EA** to present a chart showing total apprentices across the project and their borough of residence.
 | To NoteTo NoteTo NoteTo NoteTo NoteTo NotePSMWCTLTLTLTLEA | To NoteTo NoteTo NoteTo NoteTo NoteTo NoteNov’18DecOct’18 Nov’18OngoingOngoingCompleted |
| 3 | **Review procurement map*** **SY** fed back to the London boroughs that amending the procurement map to include details of spend by category e.g. labour/materials etc would require significant work. Boroughs confirmed that this information would still be of significant interest to them.

**Action*** **SY** to chase Sharron Clow and Lee Taylor with producing a more in-depth breakdown of SME’s.
 | SY | ongoing |
| 4 | **Update from TTT forum*** **PS** provided the group with an update from the Thames Tideway Tunnel forum (TTT). **PS** stated that Andy Alder, Tideway’s Deputy Delivery Director provided the forum with a project update. Clare Donnelly spoke about the progress with the river wall and Kelly Bradley went over the community investment area. **PS** updated the forum on information on skills and employment issues and updates from the last skills planning group meeting.

**Action*** **SY** to attend the next TTT and provide an update on Skills and Employment.
 | To NoteTo NoteSY | To NoteTo Note 6th Dec’18 |
| 5 | **The Mayor’s Construction Academy update*** **SS** provided the group with an update of the Mayor’s Construction Academy. The Mayor of London wanted to create an initiative to help with the housing crisis in London and increase the volume of skilled construction workers. Sarah mentioned that 21 training providers and colleges have now been awarded the quality mark the decision-making process is still underway for awarding ‘hub’ status to college partnerships.” The third strand which relates to the allocation of capital funds has not yet taken place but will do so in due course.
 | To Note | To Note |
| 6 | * + 1. **Performance across alliance**

**Build London** * **CD** presented the group with Build London’s dashboard, breaking down details on their candidates (as per requested from the last forum); ethnicity, gender, disability and ex-offenders. He reminded the group that these details are based on self-declaration. **CD** showed slides on the work the work being carried out on monetisation of social value. **CD** updated the group on their next projects; creating a pilot on identifying training needs and upskilling individuals to move on to a project like Tideway. Crossrail demobilisation project is still underway, and the group was informed that this will be completed by Christmas.

**BMB West*** **TL** presented BMB’s local employment dashboard for the quarter and went through their referral process going forward without the support of Build London.

**Women into Construction*** **KM** discussed the great impact of the monthly registration across the sites. Good reports on the work placements, currently there are 4 on east with 2 more on the way. On the other sites there are 2 on central and 6 on west. Two women have found employment in central and 5 on west. **KM** mentioned the good engagement with the Labour Only and went through the work they did for their SROI. For every £1 invested £6 has been returned. **KM** updated the group on a bid they are working on with CITB to help women with low paid jobs to get into sustainable employment through mentoring.
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| 7 | * + 1. **Appointment of New Chair**
* **PS** discussed the need for a new independent chair after Pat Fitzsimons (Chair) stepped down from the position. BM talked about why he would be a strong candidate and with the support of Billy Seago proposing Brian as Chair, Tom seconding and then all in the room electing unanimously.
* Vice Chair Brian McKeown was appointed the chair of the Skills and Employment Forum.
 | To Note | To Note |
| 8 | * + 1. **AOB**
		2. **-** No other business was discussed
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| Date of next Skills and Employment forum | Wednesday 1st May 2019 |