MEETING MINUTES

|  |  |
| --- | --- |
| * 1. Subject:
 | * + 1. Skills Planning Group
 |
| * 1. Purpose:
 | Plan, monitor and achieve for ensuring a suitable workforce with the right skills is available to deliver the project |
| * 1. Date and time:
 | * + 1. Thursday 21st March 2019 10am to 11.30am
 |
| * 1. Location:
 | * + 1. RM Duffield - Cottons Centre, 2QN Cottons Lane, London, SE1 2QG
 |
| * 1. Attendees:
 | Brian Mckeown (DWP) (**BMK**)Camilla Ames (Build London) (**CA**)Carl Licorish (CITB) (**CL**)Celia Carlisle (Tideway) (**CC**)Chris Dransfield (Build London) (**CD**)Colin Middleton (Construction Pathways UK) (**CM**)* + 1. Emily Tomsett (BMB Tideway-West) (**ET**)

Jeremy Galpin (CVB Tideway East) (**JG**)Jean Duprez (Thames Skills Academy) JDJuliana Postarini (FLO Tideway Central) (**JP**)Kath Moore (Women into Construction) (**KM**)Katherine Riggs (Thames Skills Academy) (**KR**)* + 1. Kathryn Nethersole (Tideway) (**KN**)
		2. Lilia Frunzo (Tideway West, BMB) (**LF**)

Marcia Williams (Tideway) (**MW**)Michelle Ansah (**MA**)Molly Albone (CVB East) (**MA**)Mónica Lobo (Tideway) (**ML**)Nigel Yates (JCP West London District Office) (**NY**)* + 1. Sharron Clow (Tideway) (**SC**)Tom Lane (Tideway West, BMB) (**TL**)
		2. Tom Travers (Tideway Central, FLO) (**TT**)
		3. Tony Hyland (DWP) (**TH**)
 |
| * 1. Apologies:
 |  |
| * 1. Minute taker:
 | Michelle Ansah (Tideway) |
| * 1. Document ref:
 | * + 1. [Document Reference]
 |

| * 1. Item
 | * 1. Action item / Notes for the record
 | * 1. By who
 | * 1. By when
 |
| --- | --- | --- | --- |
|  | * + 1. **Safety moment**
	1. Ensure safety matters are reported and actions are created to help prevent it from happening again.
 |  |  |
|  | * + 1. **Review of minutes from last meeting and actions arising**
		2. Build London met with Tideway’s legal team to go through the GDPR process and were found to be compliant.
	1. EA realigned the S&E dashboards with the LOOGs.

HS shared the legacy reporting periods to Build London as requested. BMK informed the group about the Adult Education Provision initiative. Anyone in London who receives less than the London Living Wage or receives Universal Credit will be eligible to benefit from this initiative that will be available from the next academic year.  | All to note |  |
| 2. | **Mayor Construction Academy** (MCA) BMK and JD informed the group of the focus and drive of the MCA is for housing and to encourage young people to enter the world of engineering and construction industry wide. BMK gave a brief on what the MCA is looking to do.MCA will bring together seven hubs across London. These hubs will work alongside training providers delivering skills needed by employers, looking to fill vacancies. To name a few MCA hub leads are, College of North East London -CONEL, TfL and Ealing, Hammersmith and West London College. London South Bank University. | MWC’s /BP/MC |  |
| 3. | * + 1. **Upskilling proposal**
		2. **CL** confirmed Tideway’s pre-employment upskilling training proposal is at the contract stage with Construction Pathways UK as the managing agents for the funds. TL will identify the training company.

MWC’s would like to arrange a follow up meeting to arrange the next steps for the Upskilling proposal. | To NoteCL/MWC’s | July 2019 |
| 4. | * + 1. **Industry Tunnelling Operative apprenticeships**
	1. TL informed the group of the two successful assessment days for recruiting the tunnelling operative apprentices went. In total there will be
* 6 employers
* Recruiting for a cohort of 16 apprentices

£25k provided by TunnelSkills will help to support the training needs for the apprentices. | To Note |  |
| 5 | Women into Construction updateKM updated the group with details over the last three months.* 20 women attended WiC event in March based at Kirtling St.
* Six women have been placed on work placements across the project and 5 secured jobs.

KM spoke about the recent structural changes within Women into Construction. JP to ask for a representative from Central London Forward to attend the next SPG or LOOG’s. | To NoteTo NoteJP | July 2019 |
| 6 & 7 | * + 1. **Build London Update / Local recruitment 19/20 - Construction Pathways UK (CPUK) offer**

CM provided the group with an update on Build London and the service developments and benefits that can be expected from CPUK. CA CPUK confirmed for the month of April will be a free service for the three sites to use.  | **To Note** |  |
| 8 | * + 1. **Local recruitment 19/20 - DWP support**

TH confirmed DWP will continue supporting Tideway’s local recruitment. It will move from the secondment of two members of staff to the use of DWP’s Construction Single Point of Contact’s (SPOCs) network.  * 1. MWC’s to arrange a follow up meeting with relevant SPOCs.
 | MWC | July2019 |
| 9 & 10 | * + 1. **AOB**

**JD** Would like to catch up with the MWC’s to share what they have been doing.**BMW** mentioned the New Futures Network, an Ministry of Justice and DWP new initiative to better coordinate their work with prisons. **ACTION: BMW** is to provide an update on the New Futures Network at a later stage | * 1. To Note

BMW | July2019 |

|  |  |
| --- | --- |
| * 1. Next meeting (date, time, location):
 | 4th July  |
| * 1. Next minute taker:
 | * + 1. Michelle Ansah
 |