

North West England Region
Building Services Engineering
Sector Skills Agreement Implementation Steering Group

Notes of Meeting
Tuesday 2 June 2009
Park Royal Hotel,
Stretton,
Warrington
WA4 4NS

Employers and Industry Representatives

Chair Steve Hunt Steven A Hunt & Associates & CIBSE
Phil Emmerson NIS Ltd (ECA Representative)
Patrick Murray APHC Head of Industrial Relations
John Cramphorn JTL

Partner Organisations

Fiona Stanier North West Universities Association (NWUA)
Marilyn Fisk Learning and Skills Council (LSC)
Dr Cathryn Hickey SummitSkills Operations Director
Rob Wellman SummitSkills Operations Manager

Apologies:

Vice Chair Caroline Parsons Balfour Kilpatrick
Ceri Talbot Balfour Beatty Construction (Representing NSAfC supply Chain employers)
Mark Butterworth Dyno Plumbing (A British Gas Company)
Andrea DelCampo EMCOR (standing down as moved job)
Chris Rose (replaces Russell McGrath) BusinessLinkNW
Helen Bradbury (nee Osgood) Unite the Union (now on Maternity leave)
Dr Ryan Donaghy North West Development Agency (NWDA)(replaces Ron Pellymouter)
Gail Power North West Providers Network Ltd (NWPN)

1. Welcome

The Chair welcomed the group including Patrick Murray of APHC and Dr Cathryn Hickey Operations Director SummitSkills.

National Skills Academy for Construction (NSAfC)

Rob Wellman reported that Ceri Talbot of Balfour Beatty would be joining the group at the next meeting to represent employers in the supply chain for the 7 current National Skills Academy for Construction projects with which SummitSkills links in the North West.

2. Notes of Last Meeting Approval and Matters Arising

The notes of the meeting were agreed as a correct reflection of the meeting by those present.

Action 2 item 5a

Copies of the SummitSkills Corporate Leaflet developed from the NW Information sheet was distributed.

Copies of two North West Employer Training Pays case studies leaflets were distributed.

Action 4a Marilyn Fisk of LSC provided update on the National Apprenticeship Service (NAS) and the group discussed the need for linkage to ensure collation of information on displaced apprentices was fed to the NAS.

4. Sector Skills Agreement North West Action Planning

- Rob Wellman reported that all lines in the North West Action plan had been commenced within the first year since the launch of the Sector Skills Agreement.

- Rob Wellman updated the group on the following:

4a Priority 1 Image and competence: **promoting a positive image of the sector**

SummitSkills continues to distribute Good Day career material and link with career advice partners and providers, although much of the direct career advice support carried out in year one is now being delegated to the partner organisations.

The Chair, who is also Chair of the LJMU Foundation Degree Steering group, updated the group on the progress of the development of the Foundation Degree and progression graduate and post graduate qualifications at LJMU, to be offered from September 2009.

The Chair indicated that CIBSE accreditation was being sought and that CIBSE would be meeting LJMU later in June 2009.

4b Priority 2 Communication and Information: **creating a knowledge centre for all sector skills development needs**

SummitSkills is updating and continues to collate information which is added to the website.

Rob Wellman reported the North West Home page continues to be updated

www.summitskills.org.uk/nw .

The provision of the Enterprise Essentials portal has been added to the SummitSkills website.

4c Priority 3 Training Provision: **ensuring pro-active, highly quality and relevant training**

Rob Wellman reported the database of provision continues to be updated.

Additional Higher provision added to the sector training portfolio had been previously reported and from September 2009 progression is in place to meet all the current Career Map progression routes.

The group discussed the situation relating to displaced Apprentices with over 200 having been identified in the region.

Following a feedback from Dr Cathryn Hickey on the SummitSkills requirements related to competence assessment, a key concern was for those who were nearing completion and unable to complete assessment in the work place after being laid off.

Phil Emmerson offered to discuss possible placement within his business with John Cramphorn from JTL.

SummitSkills has recently accessed LSC funding to develop employer pools to try and assist in placing those in training to enable completion of appropriate qualifications.

4d Priority 4 Funding: **flexibility in funding to meet fast-changing needs**

The Data cabling provision deficiency, identified through the employer links in the National Skills Academy for Construction projects, have been added to the funding database and also the SummitSkills Electrotechnical Apprenticeship Framework has been updated to include that route.

4e Priority 5 Management & Leadership: **supporting the sector to plan and develop profitable and competitive businesses**

Fiona Stanier of NWUA updated the group on the progress of the other North West developments funded through the Higher Level Skills Pathfinder (HLSP) funding and provided an overview of the extension of the Higher Level Skills Partnership (HLSP) by over £700,00-00 funding provided by NWDA, for further development of Construction Built Environment and Energy & Environmental Higher Education provision.

Rob Wellman indicated that SummitSkills has developed a specification for use by Higher Education Institutions in their Expressions of Interest to be reviewed later in June 2009.

NWUA, LSC and SummitSkills members of this group will sit on the selection panel for these expressions of interest.

SummitSkills Enterprise Essentials provides a range of support for businesses related to management leadership and business skills.

4 Action

Forward copy of Sector Skills Agreement Action Plan Implementation for 2009-2010 indicating:

- **Ongoing Programme for 2009-2010**
- **Summary of Progress**

To all group members for further comment and feedback.

5 Qualifications and Credit Framework.

Rob Wellman reported that SummitSkills is required to bring into line qualifications from the Sector and from 2010 all qualifications will move to a Credit based process.

A series of consultation events for employers and training providers have already taken place and the structure will be amended to take into account feedback.

A presentation on the Qualifications and Credit Framework was provided and the group discussed the presentation and implications.

The presentation is attached as Appendix "A"

Action: Members of the group should provide feedback to Rob Wellman.

6 Labour market Information

Dr Cathryn Hickey reported on the recent meeting in London attended by key stakeholders when Experian presented an update model to be used for providing Labour Market Information and forecasting for the sector.

SummitSkills will take forward the feedback and providing Labour Market Information forecasting on a regional basis which will assist in future planning.

7 Any other Business

SummitSkills Re-Licensing

Dr Cathryn Hickey reported that the Re-Licensing process had now been completed and the UK Commission for Employment and Skills was now submitting a recommendation to Ministers for endorsement of the Re-Licensing.

The proposed date for confirmation is late June 2009 although the group were made aware that the previous cohort decisions were delayed by a number of weeks..

Action: SummitSkills to update group on progress

CIBSE Journal

Steve Hunt suggested that the CIBSE Journal could be used as a forum for highlighting the work of SummitSkills.

Action: SummitSkills staff would investigate and action.

Additional Employer representation on the Group

Action: Rob Wellman would identify and contact additional employers interested in supporting the group.

8 Dates of Future meetings

Future planned meetings agreed.

Steve Hunt Chair, has kindly offered to host the next two meetings currently planned.

Tuesday 6 October 2009 at **Steven A Hunt & Associates** Hangar 9 De Havilland Drive, Speke, Liverpool L24 8RN www.stevenhunt.com for location map

Tuesday 2 February 2010 at **Steven A Hunt & Associates** Hangar 9 De Havilland Drive, Speke, Liverpool L24 8RN www.stevenhunt.com for location map