



NDTG 2007 INDEPENDENT TRAINING FORUM

ANNUAL GENERAL MEETING

Held on

Thursday 7th February at 10.30 hours

At

The Novotel London Excel

7 Western Gateway, Royal Victoria Dock, London, E16 1AA

Members Present

Chairman:	David Clarke	CDC Demolition Ltd
Second Vice Chairman:	Richard Comley	C.G Comley & Sons Ltd
	Joe Ready	L.A Moore Ltd
	John Doyle	W.F Doyle & Co. Ltd
	John Lee	Expotrak Ltd
	Paul Avern	Hughes & Salvidge Ltd
	John Pilgrim	McGee Group
	Chris Toseland	Kennedy Demolition & Dismantling
	Michael Rimmer	The Health & Safety People Ltd
	Claire Lawson	The Health & Safety People Ltd
	Ronnie Mould	NVQ Assessor
	Bill Burns	NVQ Assessor
	Richard Dolman	A.R Demolition Ltd
	Trevor Symonds	Northern Safety Ltd
	Richard Freemantle	Robinson & Birdsell Ltd
	John Harris	John F. Hunt Demolition Ltd
	Terry Quarmby	Dorton Demolition

In Attendance:

Howard Button

Harpreet Bahra
Martin Morrell
Roy Brown
Sophie Francis
Jim Caldwell

Chief Executive

Training Co-ordinator
Construction Skills
Training Officer
Training Administrator
NDTG Scotland

Apologies:

John Wring
David Darsey
John Barr
A.J Davis
Paul Ealey
Tony Gray
Ken Palmer
Chris Jackson
Mark Davison
Sonia Mitterecker

Vice Chairman
Erith Contractors Ltd
NDTG Scotland
A.J Davis Demolition Salvage Plant Hire
Bath Demolition Ltd
Lowery Demolition Ltd
A. Palmer Ltd
CAJ Services Ltd
MGL Demolition Ltd
Gill Demolitions Ltd

1. APOLOGIES FOR ABSENCE

The Chairman welcomed all members to the first Annual General Meeting of the National Demolition Training Forum in its format as an Independent Training Forum.

The Chief Executive read out the apologies for absence recorded and noted the apology from the floor from J. Caldwell for John Barr, NDTG Scotland.

2. NOTICE CONVENING THE MEETING

The Chairman reported the notice convening the meeting was circulated on the 3rd January 2008.

3. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

The minutes of the previous Annual General Meeting held on 08 February 2007 were agreed as a true record of the meeting. The minutes were proposed by R. Comley and seconded by J. Ready.

All in favour, no against, no abstentions. Motion carried.

4. MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising from the previous minutes.

5. ANNUAL CHAIRMAN'S REPORT

The Chairman read out his report:

A year ago, we set upon the path of taking the NDTG from being a serviced training group to an independent Forum. A fundamental change, that meant that we would have greater control of the policy and delivery of training into the Demolition Industry in the United Kingdom (and Scotland). The only potential stumbling block was that we would have to perform to continue receiving the vital financial support from Construction Skills. It was clear to Howard, Me and anyone else who was impartial, that the old NDTG had stopped performing, in England and Wales anyway. Not through effort of the various contributors, but through poor leadership and the continued belief that everything could be done on a voluntary and unpaid basis. However, as we all know, nothing gets done for free.

We encountered fairly hefty opposition and copious politicking was required. The support that Sir Peter Rogerson and Paul Gaze from Construction Skills gave us was absolutely invaluable.

Now, here we are at the first anniversary of the now Independent Forum and have we performed? There can be no doubt that the last twelve months has been an unbridled success! Action always speaks louder than words.

Before we could get the show on the road, the finances had to be sorted. By giving our commitment to Construction Skills, which resulted in receiving funding and raising the levels of fees for members to realistic figures, we were able to provide a good foundation.

The NFDC also reaffirmed its commitment to the NDTG, by employing Roy Brown as its first Training Officer. Roy has subsequently helped to develop many training initiatives for us. He will give you more details of the types and amount of training that has been undertaken in the last year.

Another area of continual confusion and lack of joined up thinking was the NVQ/CCDO nonsense, where we had two disparate training programmes trying to work side by side with no sensible coordination or uniformity. This ludicrous situation has also been taken by the scruff of the neck and resolved. Howard worked tirelessly, with others, to ensure that we now have real cross mapping of both systems, so that the CCDO programme can meet about 70% of the requirements of the NVQ System. And just as important, secured funding to ensure that the members cost is covered almost completely.

The setting up of Resurgam House as an NVQ accredited centre was also down to the NDTG and the NFDC working closely together and you will hear more of its success

during the following reports. Most recently, it has now been registered to deliver CPCS Demolition training and Certification as well as the CSCS certification previously provided in the last year.

Earlier, I made reference to the poor performance of the NDTG previously in England and Wales. The same is not true for Scotland. Here with the guidance of Jim Caldwell and the superb support of John Barr, the performance in providing training to the members north of the border was always outstanding and the last year has been just the same. Indeed it is fair to say that the re-energising influence Jim had up there, gave us the initial kick up the arse to get moving down here.

Someone else who must not be forgotten is Martin Morrell. He has over the years been the nub of much criticism. I suspect much of it through the ignorance of those detractors, as it seems a national pastime to blame other people rather than look at oneself. The effort and support Martin has provided to Howard and the NDTG has been invaluable over the last twelve months and if there are any of his detractors here today, you owe him an apology.

All this extra work has also resulted in a lot more administration at Resurgam House, where Harpreet Bara has also performed outstandingly. It is fair to say that before the NDTG re-birth, she was perhaps losing her enthusiasm, but over the last year she has clearly regained her drive and we all owe her a great debt of thanks. She will be leaving us shortly to start a family and she will be sorely missed. Hopefully we can persuade her to continue helping us on a part-time basis or via the internet highway. I would also like to welcome Sophie Francis as the Training Administrator.

Could we have done better! There is always room for improvement and with the enthusiasm of the NDTG team things will continue to get better. As the demand is now steadily increasing, we shall also be looking to expand our operations over the next twelve months.

6. ANNUAL ACCOUNTS

The annual accounts for the year ending 31st July 2007 were reviewed. The Chairman asked if any Members had any questions regarding the accounts.

R. Comley asked about the loan made by NFDC. The Chairman pointed out the balance sheet shows the loan was paid back.

T. Quarmby asked if there were any funds owing from the previous NDTG which need to be carried over to the new NDTG account. H. Button answered all outstanding matters are now closed and there was a small residual balance left in the old NDTG account, which is now to be closed. All regional accounts were told to close their accounts and distribute their funds or make a charitable donation.

The Chairman informed Members there were no details of the total expenditure showing in the 2006 figures from the old NDTG. H. Button assured Members that the new NDTG Forum accounts were now fully accountable and auditable.

T. Quarmby asked if there were any matters pending from the old accounts. The Chairman informed all matters were now closed and we have recovered any money that we can realistically regain and there are no outstanding debts.

The Chairman reported the website expenses may seem high but this is due to the initial set up costs of the NDTG website which will decrease in the forthcoming year. The auditor's fee in the last year is also high as a result of the handover costs of the accounts, which should now reduce to normal figures in the next year. H. Button reported we now have the sage accounting system for NDTG and once we can prove how well the system is working; this fee will also reduce the auditing fees.

R. Comley asked about the Convention costs showing in the accounts. The Chairman confirmed this was for the cost of the NDTG Training Officer's attendance at the NFDC Convention.

The Chairman pointed out the retained profit figure for last year and reported in the present year we are reaching the enviable position of probably having to pay corporation tax.

P. Avern asked about the ConstructionSkills grant figure showing in the 2007 accounts and asked if this is an annual grant? H. Button replied this is the ongoing grant for the provision of the Training Officer. We do not have the direct employ of Martin Morrell, agreed with ConstructionSkills to have our own Training Officer and therefore R. Brown's position is partly funded from this funding. To keep the funding secured, the Forum needs to produce action plans and meet targets.

There were no other matters arising from the accounts and therefore the Chairman called for a Proposer and a Secunder to formally approve and adopt the accounts for the year ending 31 July 2007. The accounts were proposed by T. Quarmby and seconded by J. Doyle.

All in favour, no against, no abstentions. Motion carried.

7. ELECTION OF NATIONAL OFFICERS

The Chairman announced there was a vacancy on the NDTG Committee for an Independent Training Advisor.

H. Button informed the Members that T. Quarmby was no longer on the committee as an independent training advisor as he is now the Director of a company, but has now applied again to the NDTG as an independent training advisor. He informed the Members that there were two eligible nominations for this vacancy from Northern Safety Ltd and Health & Safety People Ltd. H. Button asked the Members to consider appointing both

representatives as it will be a good service to the industry and help expand the provision services of the NDTG. The Chairman reiterated this point and proposed the Members consider this as the NDTG may lose the skills and expertise of one of these providers and therefore would ask both to join the committee. This proposal was seconded by H. Button.

All in favour, no against, no abstentions. Motion carried.

H. Button welcomed Northern Safety Ltd and Health & Safety People Ltd to the NDTG Committee as fully fledged Members.

P. Avern pointed out there were co-opted members from Scotland but there was no co-opted member for the UK. The Chairman pointed out the vacancy for the non-NFDC independent co-opted member was filled by Steve Bennett of Mackrory Demolition. J. Caldwell explained that Scotland was a co-opted member through NDTG not NFDC. P. Avern proposed there was still a vacancy for a NFDC co-opted member as there was no NFDC representation on the committee. This proposal was seconded by R. Comley.

All in favour, no against, no abstentions. Motion carried.

As a result of this motion, the Chairman announced the position of a NFDC co-opted member was now a open vacancy and informed the Members that T. Quarmby had indicated his interest and therefore nominated him for this position. H. Button added that as this was an AGM, it would be acceptable to nominate and approve a Member at this meeting. The Chairman proposed T. Quarmby for this position and this was seconded by J. Ready. The Chairman welcomed T. Quarmby on the NDTG Committee in his new position.

8. ELECTION OF CEO TITLE

The Chairman informed the Members that H. Button did not have a specific title within the NDTG and as a result this did not give him the authority to carry out his role effectively. He recommended H. Button's title be agreed as Chief Executive of the NDTG to reflect his duties which include strategic, financial and policy decisions. P. Avern proposed the election of this title and this was seconded by T. Quarmby.

All in favour, no against, no abstentions. Motion carried.

H. Button thanked the Members for their support.

9. NDTG TRAINING REPORT

The Chairman welcomed R. Brown to make his report.

R. Brown thanked the Members and Officers for his role as Training Officer. He informed Members that with the help of many people, he has developed many courses

during the year and the asbestos and demolition safety awareness course is carried out widely and frequently. He stated his concern regarding the majority of the training carried out being for non-NDTG/NFDC members and stated he continuously promotes the training on his visits.

P. Avern asked if the asbestos and demolition safety awareness courses run were for individual companies only or if they were open courses. R. Brown replied we ran both types of courses and open courses were run in a central location at a set cost. The course was suitable for new starters and as a refresher as depending on the audience the depth of the course is adapted to suit.

H. Button pointed out this was only an awareness course not an actual training course. He also informed Members that grants were available through ConstructionSkills through training and development plans.

J. Caldwell reported about the formation of UK Asbestos Training Association (UKATA) which is the recognized body. There are 3 levels of training, awareness and non-licensable which is category 2 and also the licensable which is category 3. J. Caldwell reported he was going to the next meeting of UKATA to represent the NDTG and proposed NDTG should become a member of UKATA on the category of asbestos awareness to be able to use their logo on certificates. If this wants to be pursued matter, he will take this matter forward.

H. Button agreed if would add value to the NDTG certificates to have this endorsement from UKATA as the NDTG would be able to use this as a benchmark for other companies carrying out asbestos courses. He stated he was concerned about the number of companies asking the NDTG to accept in-house certificates although we have not seen the course content they are using.

This proposal was seconded by J. Doyle.

All in favour, no against, no abstentions. Unanimous.

T. Symonds reported the HSE's training provider list is no more as UKATA has taken on this role to have registered training providers to deliver asbestos training. To deliver asbestos awareness training, the NDTG need to be on the UKATA membership list to come in line with the HSE requirements as they are closely linked in with UKATA. H. Button suggested the three training providers, NDTG, NDTG Scotland and Northern Safety Ltd should all apply to be approved on the UKATA list. T. Symonds stated that himself and J. Caldwell were on the UKATA Executive Committee and there was no reason why NFDC and NDTG could not be represented jointly by them both.

The Chairman stated that clearly this accreditation would be of great benefit.

The Chairman referred to R. Brown's concern about a lack of non-NDTG/NFDC companies carrying out training and reminded Members that the NDTG would match a lower price for training if it could be proven and therefore there should be no excuses for

NDTG/NFDC Members not carrying out training as NDTG prices are competitive and costs are continuously monitored.

The Chairman stated that maybe we are not promotionally pushing the NDTG to NFDC Members. R. Comley asked if this was because Member companies approached other training providers directly and did not come through NDTG. T. Symonds replied the majority of companies training through Northern Safety Ltd are non-NFDC Members, although there are some Members in the north who are proactive and train on a regular basis but there are those who do not approach Northern Safety Ltd for training.

H. Button informed the Members that NFDC now has full control of the Demolition & Dismantling magazine and therefore we could include an article regarding NDTG to advertise the NDTG to Members. This would advertise the training courses offered and refer them to the website for further information.

R. Brown reiterated this and reminded Members the website is excellent and answers most questions. R. Comley stated the website address should be clearly visible on all new NDTG publications. This was agreed by H. Button.

The Chairman stated that as the NFDC is more proactive in trade journals/magazines, we should use also be using this advertising space for NDTG in these publications. The aim for this year should be encouraging NFDC companies to train.

10. CCDO SCHEME REPORT

The Chairman welcomed M. Morrell to read his report.

M. Morrell stated there has been an increase in the number of cardholders by 25 %. Unfortunately over 1200 of the cards in the scheme are the Demolition Site Operative green cards, which only last for 2 years and are for temporary and inexperienced workers which is clearly stated on the back of the cards. The DMU at Bircham Newton are now reviewing each Demolition Site Operative application. If a person has already held a higher card but it has expired then the application is being referred to himself or NDTG for a decision to issue the card. If not, the person needs to re-apply for the appropriate level card. Experienced workers must apply for the card at the relevant level of experience as the green card does not reflect what their duties.

The demolition supervisor course has been re-written and the first pilot course has recently started. It is now a more robust course and offers a standard qualification within the card scheme. Currently, over the next year it means NVQ level 3 does not need to be achieved but the candidate will still be able to maintain the 12 week distance learning route which now has another day added to it which is the induction session. The mid-term assessment will include BS6187 content.

H. Button added the induction is an absolutely focal point to explain the course, what is expected of them, issue the GE700 books and explain how they need to answer the questions in the weekly lessons. The mid-term assessment will give us the opportunity to

give the candidate additional information such as the BS6187, Federation toolbox talks, CDM guidance notes, Do's & Don'ts, etc. He continued we found there is a severe lack of knowledge about the BS6187 as the number of candidates who are not aware of it is alarming. The final assessment will consist of a group case study project based on the XA6 booklet and a professional taped interview on a one to one basis. This will also act as evidence towards the NVQ level 3 process. The course is now far more substantial.

M. Morrell added it is likely the NVQ level 3 will probably be available under the CCDO scheme next year.

R. Comley asked if a candidate who holds an experienced worker card at topman level and has successfully completed the demolition supervisor course can be issued with the demolition supervisor card. M. Morrell replied the candidate will receive a certificate of attendance but the card cannot be issued until the candidate has achieved the demolition NVQ level 2. H. Button added the candidate could do the NVQ and supervisor course both in conjunction with each other.

A lengthy discussion followed regarding the demolition supervisor card.

H. Bahra confirmed that before applications for the supervisor course are accepted, it is checked that the candidate is a topman cardholder either at experienced worker level or full qualified card level. H. Button added to upgrade or renew the card, the candidate will have to do the level 2 NVQ eventually if an experienced worker cardholder.

R. Comley added that the candidate may not do the NVQ but keep the certificate of attendance and then attend the demolition supervisor refresher course and then be issued with another certificate of attendance.

T. Symonds agreed and added that the experienced worker topman card would expire but the candidate would still have the certificate of attendance of the supervisor course.

H. Button proposed to close this gap, all supervisor refresher applicants should first be checked to see if they hold the full qualified topman card before being allowed to attend the refresher course.

A lengthy discussion followed.

H. Bahra suggested only full qualified topman cardholders be allowed to go on the supervisor course.

H. Button proposed a candidate may only apply for the supervisor course if he holds an experienced worker topman card. He cannot attend the refresher course unless he has qualified the card through NVQ achievement. He also added there should be no reason why a candidate does not achieve the NVQ as the NFDC centre has extremely good NVQ Assessors who support and guide the candidates through the NVQ process. The company also earns grant aid funding through each NVQ achieved candidate.

R. Freemantle asked if the supervisor course certificate of attendance shows an expiry date. H. Bahra replied there was no date of expiry on the certificates. H. Button suggested the certificate should be valid for 3 years and this should be included in the proposal.

S. Francis also suggested the candidate should be registered for the NVQ level 2 and this should also be included.

Taking this into consideration, H. Button repeated the amended proposal: a candidate may only apply for the supervisor course if he holds an experienced worker topman card and are registered to take the NVQ to qualify the card. The candidate can only attend the refresher course if he has qualified the card through NVQ achievement. The supervisor course certificates will be valid for 3 years with an expiry date shown. This proposal was seconded by J. Caldwell.

11 in favour, 4 against, no abstentions. Motion carried.

11. NVQ CENTRE REPORT

H. Button reported that currently the NFDC NVQ centre had 175 registrations. The centre is currently full and therefore cannot register anymore candidates without jeopardizing its position with the QCA. The centre has had 30 achievements. He confirmed we need some positive feedback from some of the achieved candidates to write about their thoughts from their NVQ experience and then publish this as an article in the magazine to encourage more operatives in the industry. There is not much paperwork for the candidate as the assessor records the evidence. A candidate cannot fail the NVQ as the assessor will support and advise where further evidence is necessary and then re-assess. Every one of our assessors is producing good quality portfolios.

R. Comley stated the key is to stress the importance and understanding of work based recorders to the candidates and companies. The assessor is there to assess the evidence not find it. This would be the role of the work based recorder which would greatly help the assessors and would mean that the evidence was ready in time for the assessor's first visit.

M. Morrell confirmed there was a half day work based recorders course for which grant aid was also available.

H. Button stated it was the inclination to want to become a work based recorder that was the problem. H. Bahra confirmed we do inform the companies to appoint a person in the letter of acknowledgment of the registration of their candidates. A checklist of evidence is also sent with the letter to encourage them to gather it. We could make this more of a stronger point in the letter.

H. Button mentioned the centre will have to adopt NVQ level 3 next year. He stated that himself and M. Morrell are working on gaining funding for the cross mapping of the supervisor course to the level 3 units. The candidate will have to have done NVQ level 2

to progress to level 3. In the future we will also look at developing the level 4 NVQ for manager category.

H. Button confirmed, for those candidates who have attended the 5 day SMSTS course: we are accepting this course and attendance of the supervisor refresher course, as completion of the demolition supervisor course for new applicants. The supervisor card will be issued only if the candidate has already got a full topman card or achieved the demolition level 2 NVQ.

P. Avern reminded Members it was previously agreed that the SMSTS course was acceptable, as it was a far more thorough course for the renewal of a demolition supervisor card.

H. Button pointed out the candidate would still have to do the asbestos and demolition safety awareness course in addition to the SMSTS course in order to renew the card.

The Chairman stated it would be more worthwhile doing the NDTG supervisor refresher course as it incorporates the asbestos and demolition safety awareness content in one day and is now a more thorough course too.

12. ANY OTHER COMPETENT BUSINESS

T. Quarmby pointed out there had been a large gap between running the supervisor courses and whether there were any dates for the next courses. H. Button announced one pilot course had recently started and one is due to start in the next couple of weeks. The Chairman asked for notice of future dates to be sent out. H. Bahra confirmed the dates would be sent out once the pilot courses have been run so we had an indication of how long these courses are taking to predict forthcoming dates.

J. Harris asked what the current situation was with the demolition manager card. H. Button replied the IDE is offering the PQP card which can be applied for with 6 CPD points. The NDTG may develop a NVQ level 4 card but we will wait to see what the uptake is on the IDE PQP card. T. Quarmby confirmed full criteria is to be printed in the next edition of Demolition & Dismantling magazine. H. Button suggested the NDTG website should show a specific link to the IDE website PQP card page to give the option of this card to the industry, which was agreed.

The Chairman confirmed the NDTG year end is 31 July and next year the NDTG headquarters should have moved to Hemel Hempstead where there will be in house training facilities.

H. Button stated he has registered the NFDC NVQ centre with the CPCS as a training provider for demolition plant and registration should go through by 1st March. R. Brown is attending an Instructional Techniques course in relation to this.

M. Morrell informed the Members of the EWPA route as a more beneficial way of achieving a blue experienced operator card for demolition plant and that a pilot course

will be run in early March. It is a way of achieving the demolition plant NVQ and the demolition plant category A65 blue card without having to do the initial red card route under the CPCS scheme.

There being no other business, the Chairman closed the meeting.

13. DATE OF NEXT MEETING

The next Annual General Meeting is to be held on 05 February 2009.