

Skills for Londoners Board

# AGENDA

**Meeting Skills for Londoners  
Construction Sub-Group**

**Date 24 June 2020**

**Time 1.00pm**

**Place Remote Meeting**

*Agendas and minutes of the meetings of this Group are published at [www.London.gov.uk/Skills-for-Londoners](http://www.London.gov.uk/Skills-for-Londoners) (except in those cases where information may be exempt from disclosure under the Freedom of Information Act).*

*Meetings are not held in public and are only open to those invited to attend by the Chair.*

**Members:**

Cllr Peter John (Chair)  
Bunmi Atta  
Andy Carson  
Shenaaz Chenia  
Steve Drury  
Mark Farmer  
Paul Gallagher  
Jenny Herdman  
Yvonne Kelly

Seamus Keogh  
Brian McKeown  
Tom McLoughlin  
Jessica Mellor-Clark  
Martyn Price  
Caroline Roberts  
Janette Welton-Pai

**Contact Officer:** Laura Marshall, Senior Board Officer, Skills & Employment

**Telephone:** 020 7084 2724

**Email:** [Laura.Marshall@london.gov.uk](mailto:Laura.Marshall@london.gov.uk)

## **1 Introductions and apologies**

## **2 Declarations of Interest**

Members to declare any disclosable pecuniary interests which they have in any of the items set out on the agenda and, where applicable, consider if they should withdraw from the discussion or the meeting.

## **3 Minutes of Previous Meeting (Pages 5 – 12)**

Members are asked to approve the minutes of the meeting held on 10 December 2019.

## **4 Actions arising from previous meetings (Pages 13 – 20)**

To be presented by Laura Marshall, Senior Board Officer, Skills & Employment.

## **5 Construction and COVID-19 – Outlook and GLA Response (Presentation)**

To be presented by Beth Penwarden, Principal Policy Officer, Skills & Employment and Francesca Lewis, Interim Head of Housing Strategy, Housing & Land.

## **6 Transport for London (TfL) Hub (Presentation)**

To be presented by Laura Miller, TfL.

## **7 Interim Evaluation (Oral Update)**

To be presented by Matthew Bracewell, Senior Project Officer, Skills & Employment.

## **8 Programme Update – Post COVID-19 (Presentation)**

### **a) Mayor's Construction Academy Hubs – Round 1 & 2**

To be presented by Rachel Roberts, MCA Programme Manager, Skills & Employment.

### **b) Careers Campaign**

To be presented by Michael Heanue, Principal Policy Officer, Skills & Employment.

### **c) Quality Mark**

To be presented by Beth Penwarden, Principal Policy Officer, Skills & Employment.

## **d) Stakeholder Engagement**

To be presented by Beth Penwarden, Principal Policy Officer, Skills & Employment.

### **9 Construction Skills Shortages and the London Local Labour Initiative (LLLI) (Presentation)**

To be presented by Daniella Davila Aquije, Principal Projects Officer, Housing and Land.

### **10 Date of next meeting**

The next meeting of the Skills for Londoners Construction Sub Group is scheduled for 1.00pm on Wednesday 23 September 2020.

### **11 Any Other Business the Chair Considers Urgent**

This page is intentionally left blank.

GREATER **LONDON** AUTHORITY

**Skills for Londoners Board**

# MINUTES

## **Meeting Skills for Londoners Construction Sub-Group**

**Date Tuesday 10 December 2019**

**Time 1.30pm**

**Place Committee Room 3, City Hall,  
The Queen's Walk, London SE1  
2AA.**

*Agendas and minutes of the meetings of this Group are published at [www.London.gov.uk/Skills-for-Londoners](http://www.London.gov.uk/Skills-for-Londoners) (except in those cases where information may be exempt from disclosure under the Freedom of Information Act).*

*Meetings are not held in public and are only open to those invited to attend by the Chair.*

**Members present:**

Laura Dubeck (Acting Chair)  
Bunmi Atta  
Shenaaz Chenia  
Steve Drury  
Paul Gallagher  
Seamus Keogh  
Brian McKeown  
Jessica Mellor-Clark  
Martyn Price  
Janette Welton-Pai

**Also in attendance:**

Matt Bailey, Senior Policy Officer, Skills & Employment  
Alice Cook, Build UK  
Michael Heanue, Principal Policy Officer, Skills & Employment  
Laura Dubeck, Senior Manager – Programme Delivery, Skills & Employment  
Francesca Lewis, Housing Policy Manager, Housing & Land (Item 1-5)  
Laura Marshall, Senior Board Officer, Skills & Employment  
Beth Penwarden, Principal Policy Officer, Skills & Employment  
Rachel Roberts, MCA Programme Manager (Interim), Skills & Employment  
Sarah Spindler, Senior Project Officer, Delivery, Skills & Employment

**Skills for Londoners Board  
Construction Sub-Group  
10 December 2019  
Minutes**

## **1 Introductions and apologies**

- 1.1 Apologies for absence were received from the Chair, Cllr Peter John. Laura Dubeck chaired the meeting on his behalf.
- 1.2 The Chair welcomed members to the Group and led a round of introductions.
- 1.3 Apologies for absence were also received from Andy Carson, Mark Farmer, Sarah Garry (Alice Cook attended in her stead), Jenny Herdman, Yvonne Kelly, Tom McLoughlin and Caroline Roberts.

## **2 Declarations of Interest**

- 2.1 There were no declarations of interest.

## **3 Minutes of the Previous Meeting**

### **3.1 RESOLVED:**

**The minutes of the meeting held on 24 June 2019 were agreed as a correct record.**

## **4 Actions Arising**

- 4.1 The Group received an update on an outstanding action relating to how the success of the MCA would be measured. Members noted that the procured impact evaluation was currently taking place and an interim evaluation report would be available at the end of the financial year. This interim evaluation would be brought to the next meeting.
- 4.2 Members received an update on career progression, specifically noting that forthcoming stakeholder engagement activity would address this in relation to underrepresented groups.
- 4.3 Members also discussed procurement and social value with the Chair explaining that her team felt that procurement and social value were issues not within scope of the programme and therefore should not be taken as a measure of success of the existing programme.
- 4.4 Members requested up to date output figures and some context for the next meeting.

**Skills for Londoners Board  
Construction Sub-Group  
10 December 2019  
Minutes**

- 4.5 Members felt that procurement and social value were key issues that should remain a focus for the MCA programme. The Chair explained that procurement and social value were still important themes, and the team would feed back any learning to the Group.
- 4.6 Paul Gallagher mentioned upcoming social value research that he would be able to share with the Group in early 2020.
- 4.7 Members queried point 3.2 from the minutes of the 24 June 2019, specifically the inclusion of 'infrastructure' in the Group's remit. The Clerk and the MCA Programme Manager (Interim) would review the Terms of Reference and circulate wording to the Group for approval.
- 4.8 **RESOLVED:**
- (a) The actions arising from the previous meeting were noted;**
  - (b) Members requested up to date output figures and some context for the next meeting; and**
  - (c) The Clerk and the MCA Programme Manager (Interim) would review the Terms of Reference and circulate wording to the Group for approval.**

## **5 Mayor's Construction Academy Hubs Round 2 Funding Update**

- 5.1 The Group received a report and presentation setting out the Mayor's Construction Academy (MCA) Round 1 Hub activity to date, the MCA Hub Funding Round 2 applications, and suggested uses for any remaining funds. The MCA Programme Manager (Interim) went through each of the six applications for the MCA Hubs Round 2 Funding, which included two applications for the expansion of existing Hubs and four applications for the creation of new Hubs.
- 5.2 Members noted the scoring of the application process and reviewed the scoring of the seven applications.
- 5.3 The MCA Programme Manager explained that the recommended projects totalled £1m which left £600k funding unallocated. Members noted that the remaining £600k funding would need to be spent by March 2022 to deliver the aims of the MCA.
- 5.4 Members heard several early ideas for alternative uses for the remaining funding which included:
- 5.4.1 Securing budget for Housing and Land colleagues around London Local Labour Initiative (LLLI) and demand planning activity as recommended by the Homes for Londoners Construction Skills Sub-Group;

**Skills for Londoners Board  
Construction Sub-Group  
10 December 2019  
Minutes**

- 5.4.2 Supporting small sub-contractors with Mental Health First Aid;
- 5.4.3 Supporting hubs through an online brokerage tool, shared systems additional staff resource (tracking job outcomes or marketing); or
- 5.4.4 Extending the life of existing Hubs by one year.
- 5.5 The Housing Policy Manager, Housing and Land explained that Housing and Land did not currently have an agreed budget to progress their wider MCA activity around the LLLI and demand planning. Members noted that there had been issues with recruitment however a new member of staff would be joining this team in January 2020.
- 5.6 The Group agreed that the Section 106 and LLLI work was important and that at least some of the remaining funding should go to this work.
- 5.7 Members asked why Round 1 Hub funding was coming to an end in March 2021 if the delivery period had been extended by another year and suggested that the remaining funding could be used to fund Round 1 and Round 2 Hubs concurrently until March 2022, ensuring that all Hubs finish at the same time. The MCA Programme Manager (Interim) explained that Round 1 Hubs had had the opportunity to apply for an extension/expansion, but some had not taken it. It was also noted that the aim was that the Hubs would be self-sustaining. Members thought that it would be useful to understand why some MCA Hubs Round 1 had not applied for extensions.
- 5.8 Janette Welton-Pai queried the suggested use for remaining funding, outlined at point 5.4.3 above, specifically stating that the existing Hub Coordinator role should already be tracking job outcomes and leading on marketing activities. Members therefore felt that additional funding should not be required for this.
- 5.9 Other points discussed included:
- The importance of monitoring rolling programmes, tracking original commitments once parameters had been worked through, and acknowledging if more support was needed;
  - The importance of understanding how many people were staying in employment long term. The MCA Programme Manager (Interim) explained that this information was being captured and it would be brought to the next meeting; and
  - The importance of understanding the impact of the Round 1 Hubs work so far.
- 5.10 Paul Gallagher felt that it would be useful to understand the aggregate outcomes that were already going to happen and the partnerships that already existed before the MCA Round 2 funding was provided. The MCA Programme Manager (Interim)



**Skills for Londoners Board  
Construction Sub-Group  
10 December 2019  
Minutes**

explained that baseline figures were collected. The Chair asked that the table from Appendix B be updated and recirculated to the Group to show baseline figures so that Members could view the uplift for each outcome and Hub.

- 5.11 Members queried the figures for the MCA revenue funding (£3m over two rounds of funding to support the creation of hubs at a local level) and the MCA Capital Funding (£7.2m for Quality Marked training providers to improve the quality of equipment and facilities to support high quality construction training). Members asked that clear targets for the capital projects / Hub projects and progression were brought to the next meeting.

5.12 **RESOLVED:**

**The Skills for Londoners (SfL) Construction Sub-Group:**

- (a) Endorsed the four highest scoring applications, as set out at Appendices A and B of the report;**
- (b) Requested that the MCA team provided baseline data and the uplift for each outcome and project for Appendices A and B of the report;**
- (c) Endorsed the recommended approach for the MCA team to explore alternative uses for the remaining £600k funding, suggesting that part of this funding should be allocated to the Housing and Land team to progress wider activity around LLLI and demand planning;**
- (d) Noted that a report would be brought back to the Sub-Group at a future meeting with agreed uses for the remaining £600k MCA revenue funding;**
- (e) Requested figures on how many people were staying in employment long term be brought to the next meeting; and**
- (f) Requested that clear targets for the capital projects / Hub projects and progression be brought to the next meeting.**

*[Francesca Lewis left the meeting].*

## **6 Careers Update**

- 6.1 The Board were provided with an update on the Careers Programme, specifically the increase in engagement and the drive for recruitment.
- 6.2 Members heard that there had been engagement with Skills London at ExCeL (the UK's biggest jobs and careers event for 15-24 year olds), whereby approximately 35,000 people attend over two days. The GLA had committed to support this event for three years and Skills London 2019 was the first year of the three. Officers

**Skills for Londoners Board  
Construction Sub-Group  
10 December 2019  
Minutes**

explained that the format of the Skills London 2020 event could be discussed with the Board.

- 6.3 Members noted that there would be an event at City Hall in March 2020, to coincide with the national Careers Week campaign. This event would take place in the London Living Room and it was not yet defined. The Skills & Employment Unit were working with the Housing and Land Team. Proposals for the event would be shared with the Board for their comment.
- 6.4 It was also noted that the London Enterprise Adviser Network (LEAN) had expanded, meaning that more businesses were connecting with schools and colleges, helping young people build the skills and experiences needed to lead successful futures. Members noted that 20% of the total network reach was linked to construction outputs, which this initiative would be funding.
- 6.5 Members heard that one of the aims of the MCA was to improve the supply of skilled construction workers (including more women and BAME Londoners). Michael Heanue explained that the Workforce Integration Network (WIN) was established by the Mayor of London to help improve pathways for underrepresented groups in the workplace. WIN were targeting BAME males and the Skills & Employment Unit were supporting this network.
- 6.6 Jessica Mellor-Clark explained that 75% of Be Onsite's employees were BAME and stated that she was happy to work with WIN and the Skills & Employment Unit.
- 6.7 Bunmi Atta queried whether WIN were assisting students that were completing degree programmes that included a sandwich placement or industrial placement. Michael Heanue explained that WIN were focussing specifically on "Not in Education, Employment or Training" (NEET) candidates. Michael Heanue stated that he would ask WIN to widen their scope to include students completing degree programmes with sandwich placements.
- 6.8 Members noted the campaign that the Construction Industry Training Board (CITB) were launching in early 2020 which would specifically target young people. Members were concerned that the campaign might not reach everyone, specifically vulnerable groups. Alice Cook, Build UK explained that Go Construct was targeting vulnerable groups, including military veterans that struggled to get back into the workplace.
- 6.9 Janette Welton-Pai felt that the CITB campaign offered an opportunity for the GLA to target specific groups such as parents and carers.
- 6.10 **RESOLVED:**

**(a) Proposals for the event at City Hall which would coincide with the national Careers Week campaign would be shared with the Board for their comment; and**

**(b) The update and subsequent discussion were noted.**

## **7 Mayor's Construction Academy Stakeholder Engagement Update**

- 7.1 The Group received a report and presentation setting out the range of stakeholder engagement that was under way to support the impact of the MCA programme, specifically focussing on employers and training providers as key groups.
- 7.2 Members noted the development of the MCA Provider Network and a series of employer workshops which would focus on developing solutions to particular sector challenges.
- 7.3 Members heard that these workshops had been designed to supplement the work of the Hubs. Proposed themes for the workshops included mental health, diversity and Modern Methods of Construction (MMC).
- 7.4 The Group noted that the MCA team were developing case studies to support the sharing of good practice and encourage employers to explore new ways of working. Other work included a review of the website and the development of a newsletter that would be shared with stakeholders to promote and share learning.
- 7.5 Members asked that the MCA team develop a bulletin based on the information included in the newsletter. This bulletin could be used and circulated to a wider group of stakeholders by all Members of the Sub-Group.
- 7.6 Janette Welton-Pai felt that the stakeholder engagement for the MCA Programme needed to focus on social media, especially LinkedIn. Members agreed that social media would have a big impact.
- 7.7 Steve Drury felt that employer engagement and using the supply chain within boroughs was key.
- 7.8 **RESOLVED:**

**The Skills for Londoners (SfL) Construction Sub-Group endorsed the proposed approach to stakeholder engagement for the MCA Programme.**

## **8 AEB Funds to Support Adult Learning in Construction**

- 8.1 Presentation notes would be circulated to all Members after the meeting. Members were urged to send any comments/questions back to Matt Bailey, Senior Policy Officer, via the Clerk.

**Skills for Londoners Board  
Construction Sub-Group  
10 December 2019  
Minutes**

**9 Date of next meeting**

- 9.1 Members noted that the next meeting of the SfL Construction Sub-Group would take place in April/May 2020. The Clerk would be in touch with a confirmed date and location.

**10 Any Other Business the Chair Considers Urgent**

- 10.1 Members requested that a full annual calendar of meeting dates was confirmed and circulated before the next meeting.

**11 Close of meeting**

- 11.1 The meeting closed at 3.17pm.

**Contact Officer:** Laura Marshall, Senior Board Officer, Skills & Employment

**Telephone:** 020 7084 2724

**Email:** [Laura.Marshall@London.gov.uk](mailto:Laura.Marshall@London.gov.uk)

**Skills for Londoners Construction Sub-Group**

Date of meeting: **24 June 2020**

Title of report: **Actions arising from previous meetings**

To be presented by: **Laura Marshall, Senior Board Officer, Skills & Employment**

Cleared by: **Michelle Cuomo Boorer, Assistant Director – Skills & Employment**

Classification **Public**

**1 Executive Summary**

- 1.1 This report updates the Skills for Londoners Construction Sub-Group on actions arising from the previous meeting of the Group.

**2 Recommendation**

- 2.1 The Skills for Londoners Construction Sub-Group is asked to **note** the update on actions arising from the previous meeting.

**3 Actions arising from the meeting of 10 December 2019**

<b>Agenda Item</b>	<b>Action</b>	<b>Status</b>
4. Actions Arising	Members requested up to date output figures and some context before the next meeting.	Completed.
	The Clerk and the MCA Programme Manager (Interim) would review the Terms of Reference and circulate wording to the Group for approval.	Completed.  Members had requested that 'infrastructure' be included in the Group's remit and its Terms of Reference updated to reflect this.  Officers from the Skills & Employment Unit have consulted with colleagues from the Housing and Land, GLA and it is proposed that the term 'housing enabling

		<p>infrastructure' be added to the Terms of Reference.</p> <p>See Appendix A for full amended Terms of Reference.</p> <p>The Skills for Londoners (SfL) Board need to formally agree any changes to the Terms of Reference. The updated Terms of Reference will be brought to the next SfL Board meeting.</p>
5. Mayor's Construction Academy Hubs Round 2 Funding Update	That the table from Appendix B of the agenda report be updated and recirculated to the Group to show baseline figures so that Members could view the uplift for each outcome and Hub.	Completed.
	That a report would be brought back to the Sub-Group at a future meeting with agreed uses for the remaining £600k MCA revenue funding.	Completed.
	Members requested that figures on how many people were staying in employment long term be brought to the next meeting.	Completed.
	Members requested that clear targets for capital projects be brought to next meeting.	Completed.
6. Careers Update	Proposals for the event at City Hall (March 2020) which would coincide with the national Careers Week campaign would be shared with the Board for their comment.	The event at City Hall was postponed.
8. AEB Funds to Support	Presentation notes would	Completed.

Adult Learning in Construction	be circulated to all Members after the meeting.	
10. Any Other Business the Chair Considers Urgent	Members requested that a full annual calendar of meeting dates was confirmed and circulated before the next meeting.	Completed.

#### **4 Next Steps**

4.1 Outlined elsewhere within this report.

#### **Appendices:**

- Appendix A – Updated Skills for Londoners Construction Sub Group Terms of Reference

This page is intentionally left blank.



## **Terms of Reference for the Skills for Londoners Construction Sub-Group**

### **1 Purpose**

- 1.1 The Skills for Londoners Construction Sub-Group (formerly the Mayor's Construction Skills Advisory Group) will be a subordinate body of the Skills for Londoners Board and will steer and support the delivery of the Mayor's manifesto to create a Construction Academy scheme with the housebuilding industry, to close the gap between the Mayor's ambitious housing targets and the need for more skilled construction workers in London.

### **2 Authority**

- 2.1 The Sub-Group is authorised to consider any activity within its terms of reference.
- 2.2 In conducting its business, the Sub-Group must consider any resource implications and have regard to existing GLA processes and any guidance or legislation issued by HM Government.

### **3 Terms of Reference**

- 3.1 The Sub-Group will:
- support, review and oversee progress with the delivery of the Mayor's Construction Academy (MCA);
  - make strategic and policy recommendations pertaining to MCA and **housing enabling infrastructure** to the Skills for Londoners Board and Homes for Londoners Board<sup>1</sup> on an agreed frequency; and
  - take forward recommendations made by the Skills for Londoners Board and Homes for Londoners Board in relation to construction skills and **housing enabling infrastructure**.

### **4 Membership**

- 4.1 The Sub-Group will comprise representatives from construction employers and industry stakeholders. A member of the Sfl Board will also sit on the sub-Group.
- 4.2 Appointments and chairing arrangements will be subject to confirmation by the co-Chairs of the Sfl Board.
- 4.3 In consultation with the co-Chairs of the Sfl Board, the Chair of the Sub-Group has the power to co-opt people with relevant expertise or experience, including non-Members of the Sfl Board.

---

<sup>1</sup> The Mayor's Homes for Londoners Board, brings together expertise from the Greater London Authority (GLA), London Councils, Transport for London, London's largest housing associations and London's property sector. The Board's objective is to achieve a genuine step-change in the approach to, and delivery of, housing in London.

- 4.4 Members of such subordinate body are expected to comply with the body's terms of reference and any code of conduct for Members of the SfL Board in the same way as if they were Board Members.

## **5 Meetings and reporting procedures**

- 5.1 Meetings shall be held quarterly or at such other intervals as may be required to consider and advise on matters within its terms of reference. The Chair (or co-Chairs) of the Sub-Group may decide to cancel meetings or call additional meetings as required.
- 5.2 The Sfl Board Secretary, or a person nominated by the Secretary, will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters.
- 5.3 Recommendations to the Group shall be by way of a report to the relevant meeting.

## **6 Openness and transparency**

- 6.1 The Mayor of London is committed to openness and transparency in his administration and will make sure the work of the Sfl Board and its subordinate bodies is in line with Mayoral policy and stakeholder expectations wherever possible.
- 6.2 Agendas and reports for the Sub-Group will be published on the GLA's website at least five clear working days before the meeting to which they relate.
- 6.3 All reports will be released with the agenda except in those cases where officers reasonably consider that information may be exempt from disclosure under an applicable exemption under the Freedom of Information Act 2000 (FOIA). These reports will be classed as 'reserved from publication'.
- 6.4 The main exemptions that are likely to make information reserved relate to the following (although others may be applicable under the FOIA):
- commercial sensitivity
  - information provided in confidence
  - personal data
  - legal professional privilege
  - information intended for publication at a future date
- 6.5 Sub-Group meetings will not be held in public, reflecting the accountability arrangements Parliament has put in place for the GLA, in that the Mayor is answerable to the London Assembly through Mayor's Question Time only after he has taken decisions.
- 6.6 Summary minutes of the meetings of the Sub-Group will be posted on the GLA's website within two weeks of the meeting to which they relate, with a final version published within ten clear working days of approval, which would normally take place at the following meeting.

## **7 Amendments**

- 7.1 These terms of reference may be altered and amended from time to time by decision of the Sfl Board.

This page is intentionally left blank.