

The 56th meeting of the Construction Plant Competence Scheme (CPCS) Management Committee was held at 10:30 on 8 December 2016 at the Federation of Master Builders Offices, David Croft House, 25 Ely Place, London EC1N 6TD.

MEMBERS PRESENT		ORGANISATION	FED OR ASSOC
Tim Brownbridge (Vice Chair)	:	BAM Nuttall	CECA
EMPLOYER REPRESENTATIVES			
Bob Collins	:		CPA
Phil Evans	:	Barratt Developments Plc	HBF
Gary Fisher	:	Select Plant Hire	CPA
Carl Hassell	:	Roger Bullivant Ltd/CITA	FPS
Steve Howard	:	Lendlease	Build UK
Terry Meadows	:	Kier Services	Build UK
Steve Mullholland	:	Mulholland Plant	SPOA
AWARDING ORGANISATIONS			
Simon Cutler	:	MP Awards	MPA
FEDERATION OFFICIALS			
Peter Brown	:	(deputy for Haydn Steele)	CPA
Robert Squires	:	(deputy for Howard Button)	NFDC
Wally Gupwell	:		HM Forces
OBSERVER MEMBERS (Non-voting)			
Brent Bolton	:		HSE
STAFF IN ATTENDANCE			
Jonathan Chivers	:	Product Category Manager	
Mel Edwards	:	Expert Developer	
Carl Rhymer	:	Delivery and Customer Engagement Director	
Ian Sidney	:	Fraud Investigator, Card Schemes Delivery	
Catherine Wilcock	:	Corporate Governance Co-ordinator	

APOLOGIES: Trevor Gamble (CPA), Howard Button (NFDC), Nikki Jackson (LANTRA), Hayden Mead (Dyer & Butler/CECA), Trevor Simpson (UCATT), Ivor Skelton (CITB NI), Haydn Steele (CPA), Kevin Williamson (UNITE), Braden Connolly (CITB Head of Product Management), and Chris Simpson (CITB Quality Assurance & Verification Manager).

ITEM 1: TO APPROVE THE MINUTES OF THE 55TH MEETING AND REVIEW MATTERS ARISING/ACTIONS

1.1. The minutes were signed as a true record.

1.2. Two actions were still ongoing. **Paragraph 4.4. European cards schemes request for data.** This related to European companies, a regular occurrence in Piling for example, and their competency to use plant on site without holding a CPCS card. Given that it would be pointless to enforce the use of CPCS when types of plant being used were not included within their categories; a preference was requested for a match approach similar to that of FOS (Solas) for other competency schemes which might be appropriate; although a meeting had not yet been held in Ireland there were a number of meeting dates were under discussion in January 2017. **Paragraph 6.6. CPCS Fact Sheet.** The development for availability in early 2017 would centre on allowing an employer's informed decision of other competency schemes versus CPCS. This would be through the use of questions they should ask of a competency scheme, which in turn identified the strengths of CPCS in comparison with others.

1.3. All other items were addressed by the agenda.

ITEM 2: SCHEME DEVELOPMENTS

a) Report 2016

2.1. Members received an update on statistics relating to renewal test module performance. A63 Pedestrian Operated Tower Crane: category and endorsements for A63 were retired from the scheme on the 25 November 2016 as the work on Tower Cranes was complete and had launched. Members noted the revision to an activity in the Advanced Practical Test specification for the A21 Wheeled Loading Shovel and discussed the rationale. It was noted that on site a range of different activities took place, both laden and unladen.

2.2. DECISION: Members noted the report and approved the release of the revised standards including On-Site Assessment for category & endorsements for A04: Tower Crane on the 25 November 2016; retirement of category and endorsements for A63 Pedestrian Operated Tower Crane from the Scheme; release of the revised standards for category & endorsements for r A20: Hoist on the 25 November 2016; amendment to the Advanced Practical Test specification for category A21 Wheeled Loading Shovel; and amendment to the Standard Practical Test specification for category A33 Agricultural Tractor.

b) 2017 Scheme Developments

2.3. The planned reviews for 2017 were deliberated and where priority might exist. A discussion on the five fatalities in 2016 for the Forward Tipping Dumper defined this as a priority. However the requirements were fit for purpose within CPCS but the perception was incorrect that it was the operator at fault; it was the people working around them. Therefore from a site supervision perspective it was a lack of implementation of 'safety at work' as those being hurt were often ground workers and general personnel who were not being seen by the drivers. Best practice would be to ensure the drivers wore seat belts and that when under operation other personnel should be kept away from dumpers.

2.4. Simon Cutler commented on Paver and Planer and the ability to deliver the qualification and assess when not holding a licence. Other challenges were the role of the Piling Rig Attendant not being properly recognised in terms of plant and vehicle marshalling.

Digital Logbooks

2.5. Although there would still be a choice over use of paper or digital logbooks, respecting the current status of technology use onsite, the digital logbooks pilot indicated that it would provide a solution to key challenges and assurance. They would provide reminders to the individuals when insufficient input of activity was noted. Different sectors demanded different frequency of input. From a housebuilding perspective the logbook holders were often up to four years in an extended workplace and the frequency of reminders should be limited to every three months.

Tester Renewals

2.6. These had been discussed with testers, successfully piloted and the programme was due for implementation and the communications strategy was being developed in early 2017. The theory tests were written and being reviewed; the tester skills category was written.

2.7. DECISION: The CPCS Management considered the areas outlined for category development with ongoing feedback and guidance in relation to prioritisation; further discussion would take place on dissemination of the CPCS fact sheet; recommended routes and what support they could offer to enable provision of materials to the right people. Members were asked to consider their priorities for category development and feedback directly to Mel by end of January 2017.

ITEM 3: MANAGEMENT REPORTS

a) Quality Assurance Report – November 2016

3.1. Members noted the report on CPCS Quality Assurance including tests notified and completed, monitoring, Sanctions, Suspensions and Terminations action plan deliverables, and fraud together with a summary of the activities covered during the period of August 2016 to end of October 2016.

Fraud Activity and Update

3.2. Ian Sidney gave members an overview of the issues of fraud and raised a question of the use of in-house cards. It was recognised that in-house cards were not for definition/challenge by CPCS except where these were promoted as being based on the CPCS principles and standards. Consequent identification of in-house card holders based on CPCS demonstrating a lack of knowledge and site competency would therefore bring the CPCS scheme into disrepute. An example was cited regarding an individual who worked as a CPCS tester (temporarily suspended owing to an HSE investigation).

CPCS Theory Test

3.3. Ongoing challenges of a website owner selling answers to individuals for the Theory Test concluded that despite active measures to close it down and then observing reinvention in a different form, ultimately it may be necessary to live with the problem even if the funds raised were not being funnelled into CPCS. The individuals who bought them at least benefited from training knowledge through having to learn both the questions and the right answers.

3.4. Implementation of the Modern Day Slavery Act meant CITB working closely with immigration regarding inappropriately held cards or someone else taking a test on their behalf. This was being highlighted on social media.

b) Customer Operations Report – November 2016

3.5. An up to date version of the report was tabled for members' information and would be circulated electronically with the minutes. Cards issued through the period January to November in 2016 were 1% lower than the same period in 2015. An increase in the numbers of calls received by the CPCS Helpline would be investigated to understand the cause. One suggestion was that it could have been a reaction to the introduction of the Government's Apprenticeship levy. The average turnaround under the Service Level Agreement was on target.

3.6. ACTION: A review of the presentation of statistics for next meeting.

Technical Tests

3.7. The analysis showed no real trends against what was expected but numbers were strong in November 2016. The causality was unknown but it might be possible to pinpoint the spike geographically or from certain contracts.

Financials

3.8. There was a surplus increase owing to a lower than expected level of bad debt plus the strong numbers in November.

ITEM 4: MARKETING UPDATE (Item merged with item 2b)

4.1. In addition to the standard ongoing communications the following areas were identified for additional marketing and communications work: CPCS Fact Sheet, use of Logbook key messages when launching the digital logbooks; creation of a pocket guide version of the scheme booklet; review and refresh website content to ensure the key scheme information is easier to access; and following positive feedback of the

“how to renew by logbook” video consideration of additional video guides around other key areas.

ITEM 5: CONSOLIDATED ASSESSMENT STRATEGY FOR PLANT AND LIFTING OPERATIONS

5.1. The revised strategy had been drafted and circulated to Awarding Organisations by the Standards and Development team prior to the meeting.

5.2. The second stage of the projects would be the Employer Forum that CPA would host on behalf of industry. The role of the forum will be to assure Awarding Organisations and centres that the strategy was backed by industry. It would also be a body which could act on behalf of the sector should issues arise.

5.3. ACTION: circulation to members in confidence, a copy of the strategy document

ITEM 6: CPCS MATTERS

6.1. Peter Brown and Robert Squires provided a comprehensive presentation on the practicalities which lay behind the three main areas of the CPCS Scheme and the processes required which potential new owners of the CPCS scheme would need to be aware of in order to set up and run the Scheme. A copy of the presentation would be circulated with the minutes.

Why would CPCS require new owners?

6.2. Carl Rhymer explained that Quality Assurance was a part of the message industry was giving to CITB on their future role. This was given thought and the CPCS MC and the CITB Council suggested transfer of CPCS ownership should be given consideration together with the requirements. It may well be the way forward although it was complex and expensive to address. The popular option for ownership was a joint industry model. The CITB Board was content for this ownership change to happen. At this stage, despite some activity, industry needed to take part in further dialogue with CITB to establish the type of business the potential body would be, to discuss the way forward and to understand the DfE requirements.

6.3. Members were unanimous in their support for industry ownership. In the interim they requested a speeding up of the process whilst use of a smart card system was investigated, regarding cost and appropriate model with a specific request for communication to industry that CPCS was ‘business as usual’. There was also an area of concern regarding a decision of the CSCS Board and the potential undermining of the CPCS brand for which a letter to Graham Wren (CEO of CSCS) had been drafted

6.5. ACTIONS: A transition group would meet with Carl Rhymer in January; a smart card system should be modelled and costed; circulation to CPCS MC of the draft letter to Graham Wren; a draft statement created by Kevin Minton of CPA to be circulated for CPCS MC comment for publicising CPCS ‘business as usual’.

ITEM 7: CHAIR’S ANY OTHER BUSINESS

7.1. Thanks to Simon Cutler for his contribution to the CPCS MC and best wishes for his future. A new representative would be provided by MP Awards.

7.2. ACTION: Staff were asked to identify why training courses for Testers had been expanded from three to five days.

7.3. ACTION: CPCS to request membership on the Build UK Training Group as ALLMI and NPORS were already engaged.

ITEM 8: DATE OF THE NEXT MEETING

8.1. The next meeting will be held on Tuesday 7 March 2017 (venue to be confirmed).

SUMMARY OF ACTIONS

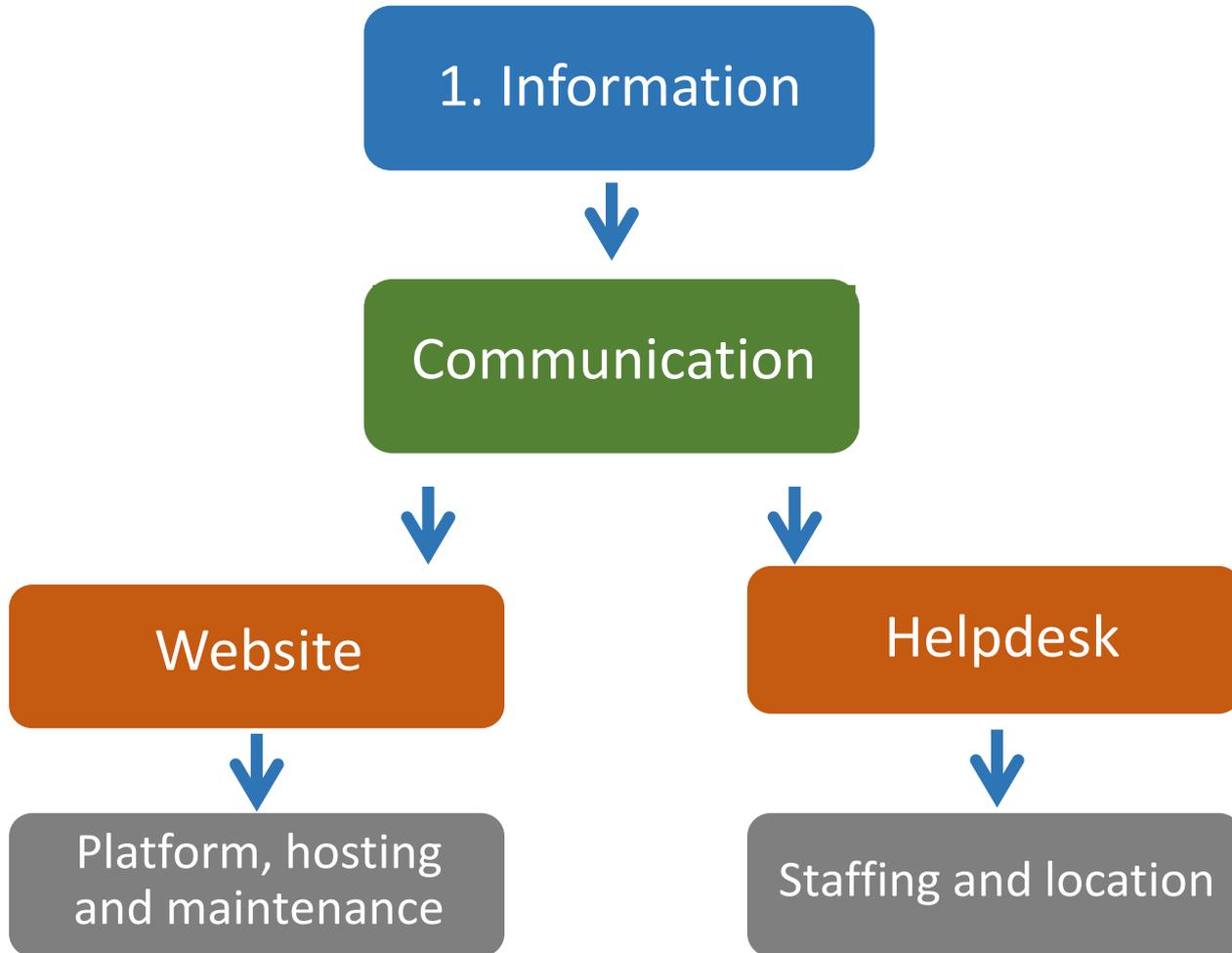
ACTION	ACTION BY	PROGRESS
<p>Paragraph 2.7. further discussion would take place on dissemination of the CPCS fact sheet; recommended routes and what support could be offered to enable provision of materials to the right people.</p>	<p>J Chivers All Members</p>	
<p>Paragraph 3.6. review of the presentation of statistics for next meeting</p>	<p>J Chivers</p>	
<p>Paragraph 5.3. Circulate a copy of the strategy document to members</p>	<p>C Wilcock</p>	
<p>Paragraph 6.5.</p> <ul style="list-style-type: none"> • transition group to meet with Carl Rhymer in January; • a smart card system should be modelled and costed; • circulation to CPCS MC of the draft letter to Graham Wren; • a draft statement created by Kevin Minton of CPA to be circulated for CPCS MC comment for publicising CPCS 'business as usual' 	<p>C Rhymer/T Brownbridge C Rhymer/J Chivers C Wilcock C Wilcock</p>	
<p>Paragraph 7.2 identify why training courses for Testers had been expanded from three to five days</p>	<p>J Chivers</p>	
<p>Paragraph 7.3. CPCS to request membership on the Build UK Training Group</p>	<p>Chair</p>	

APENDIX A

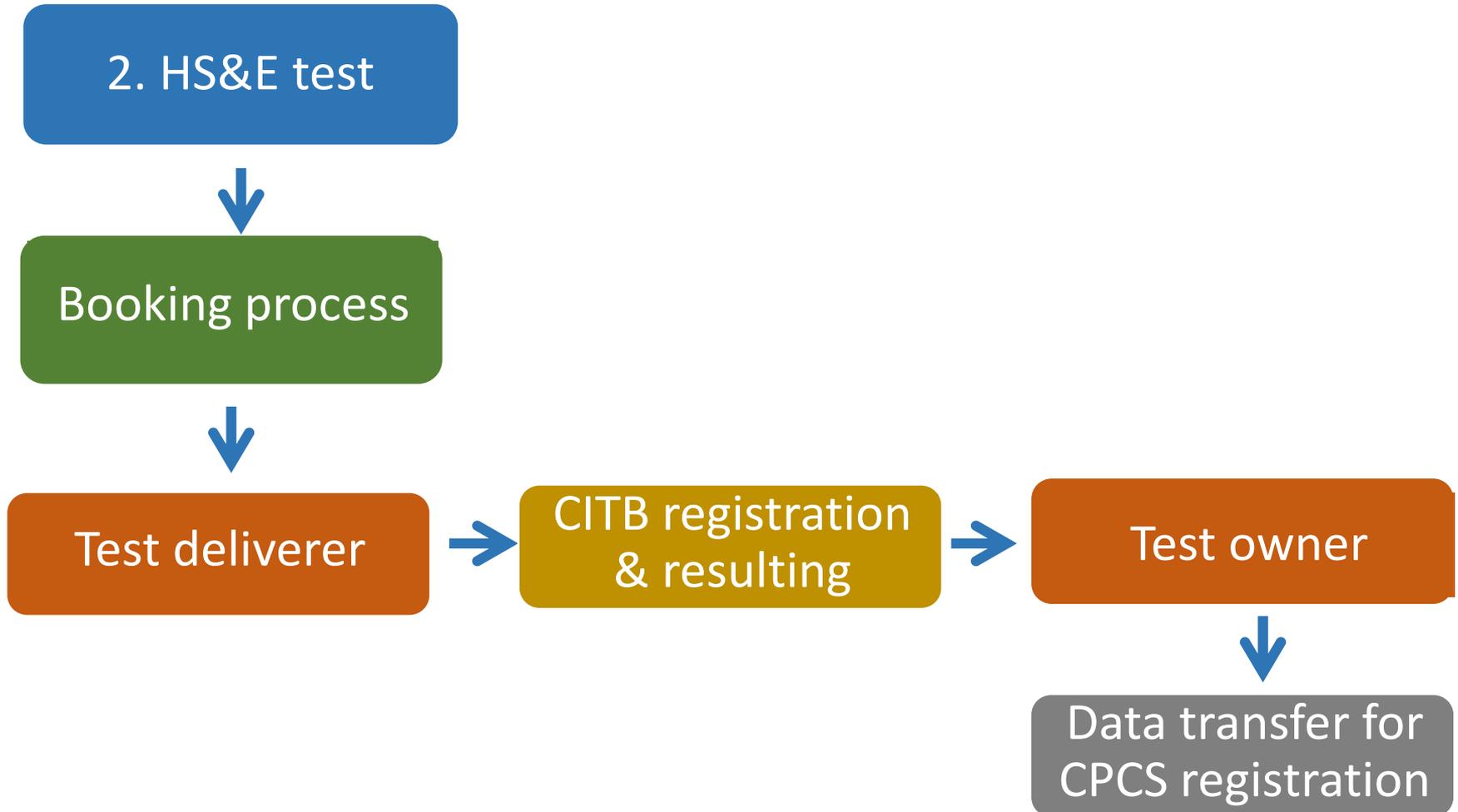
The Card Attainment and Renewal Journey

*Supporting Processes and
Considerations for Transition*

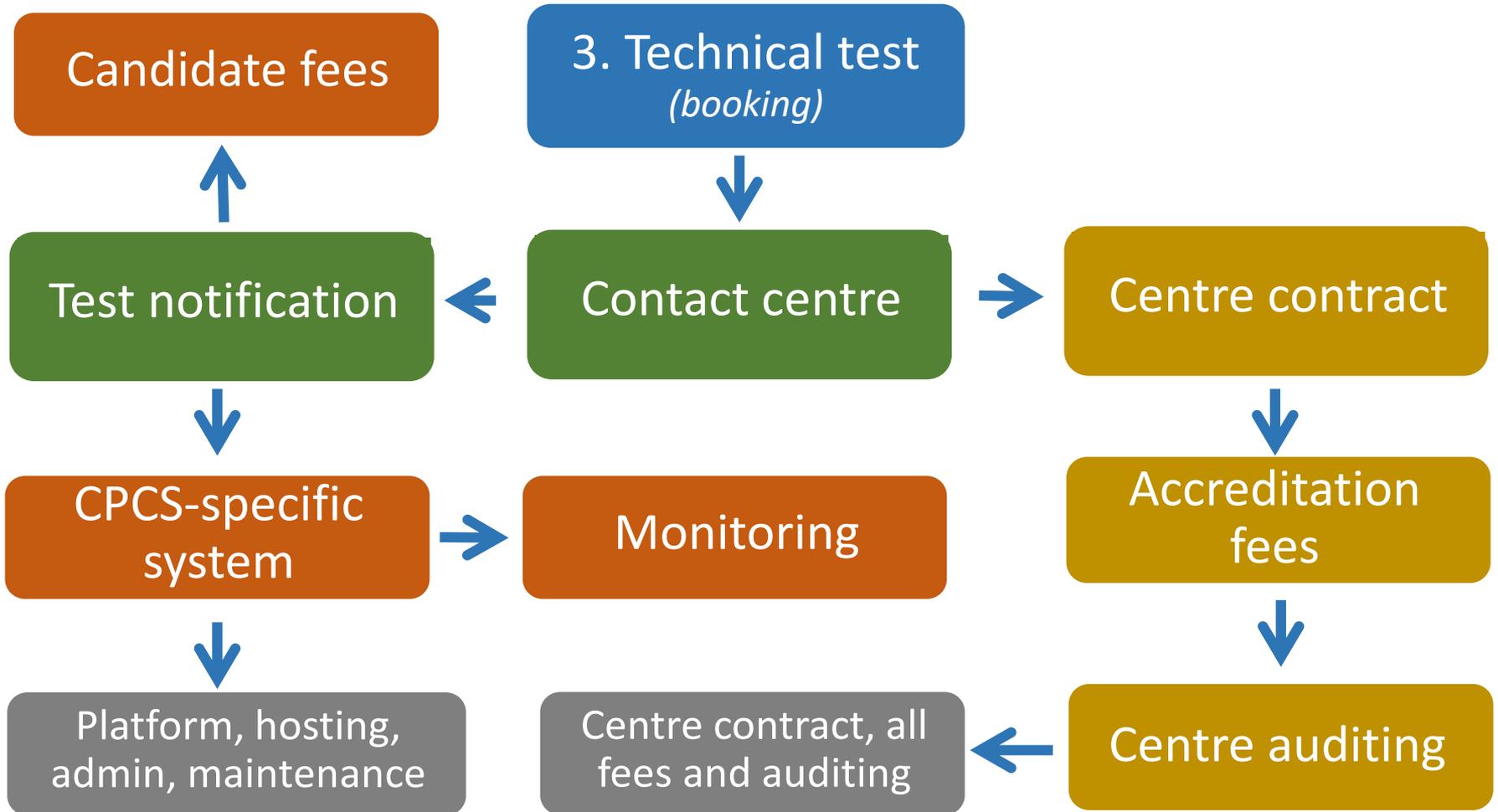
Getting a red card...



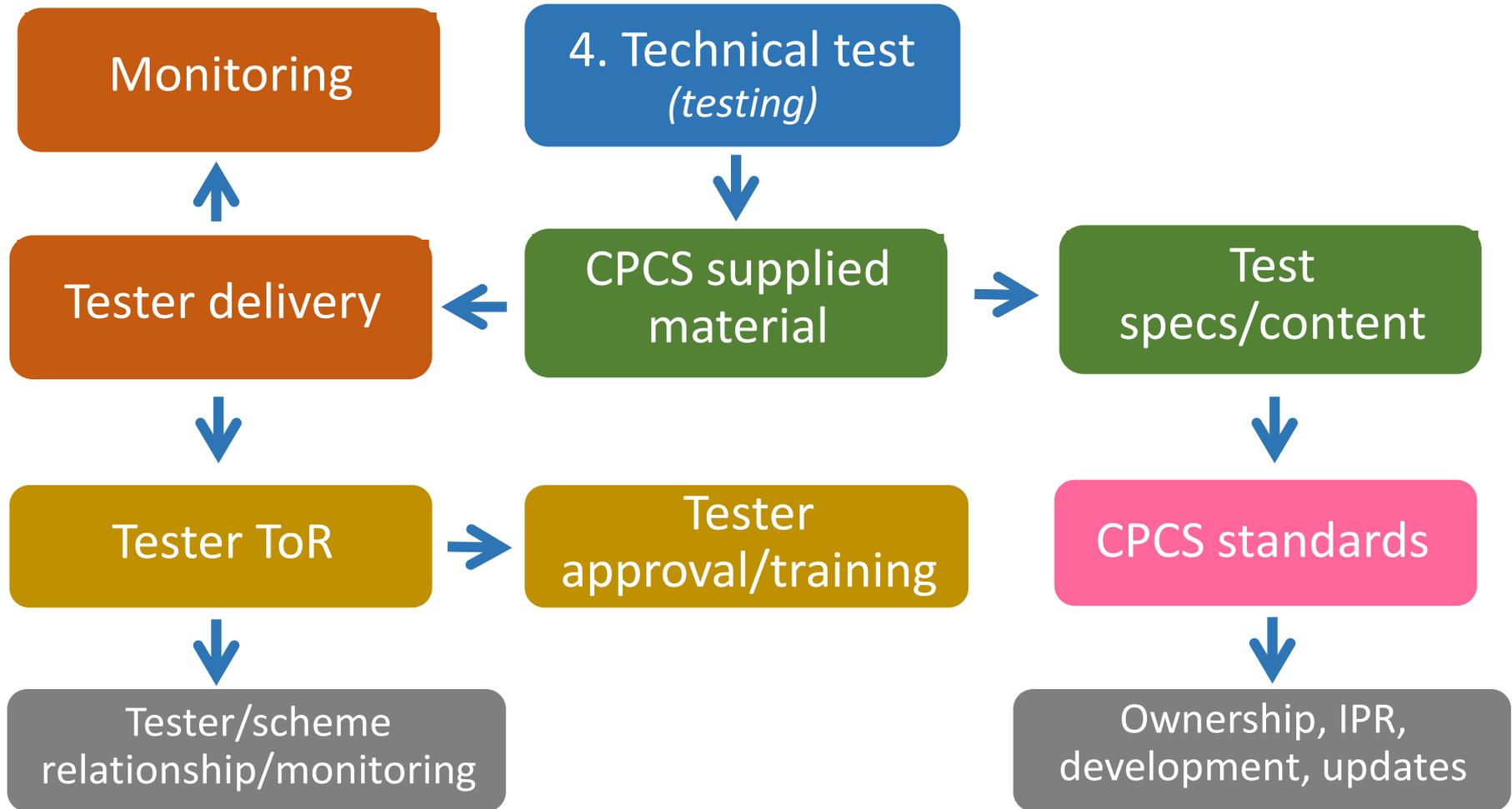
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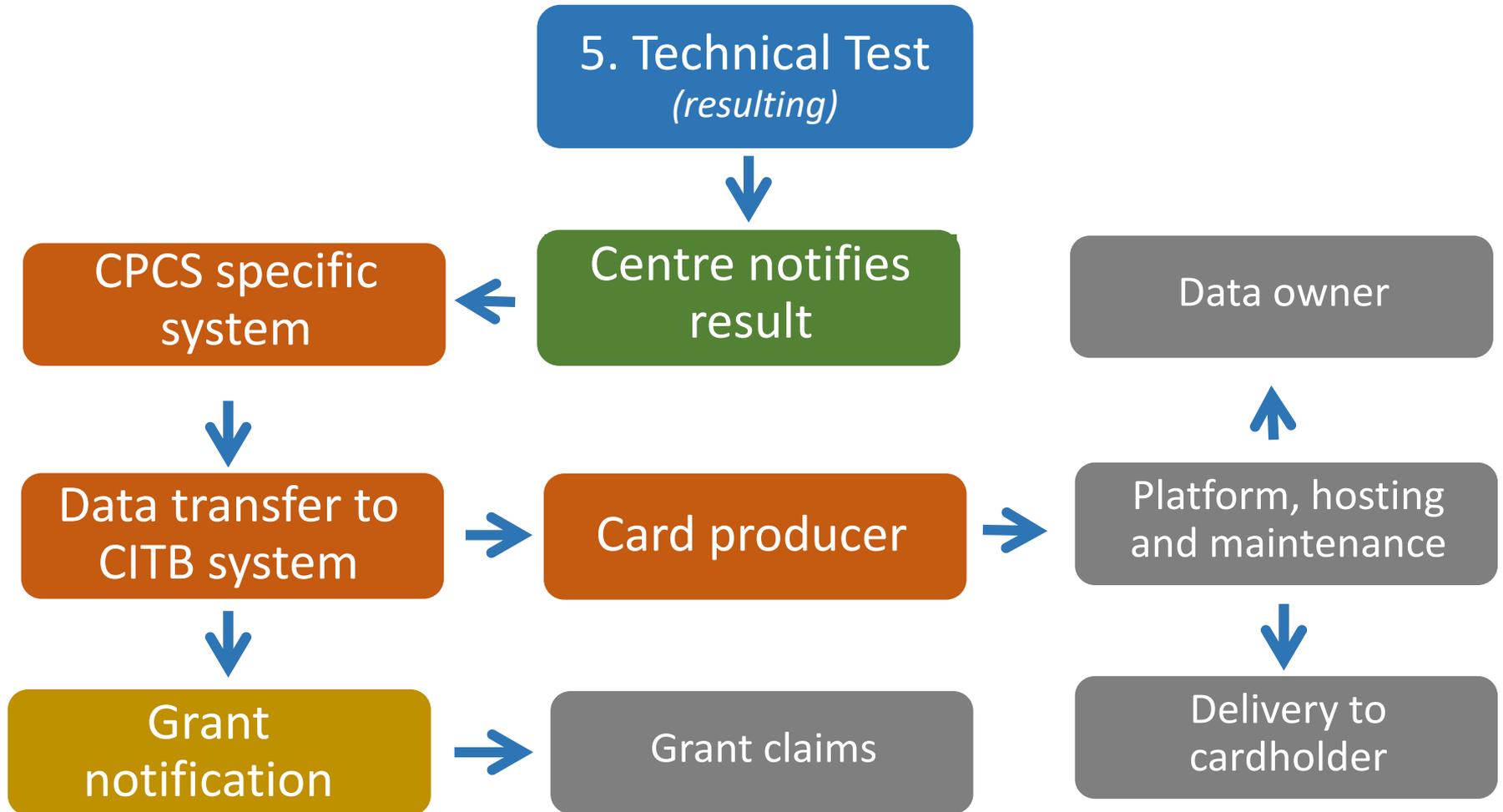
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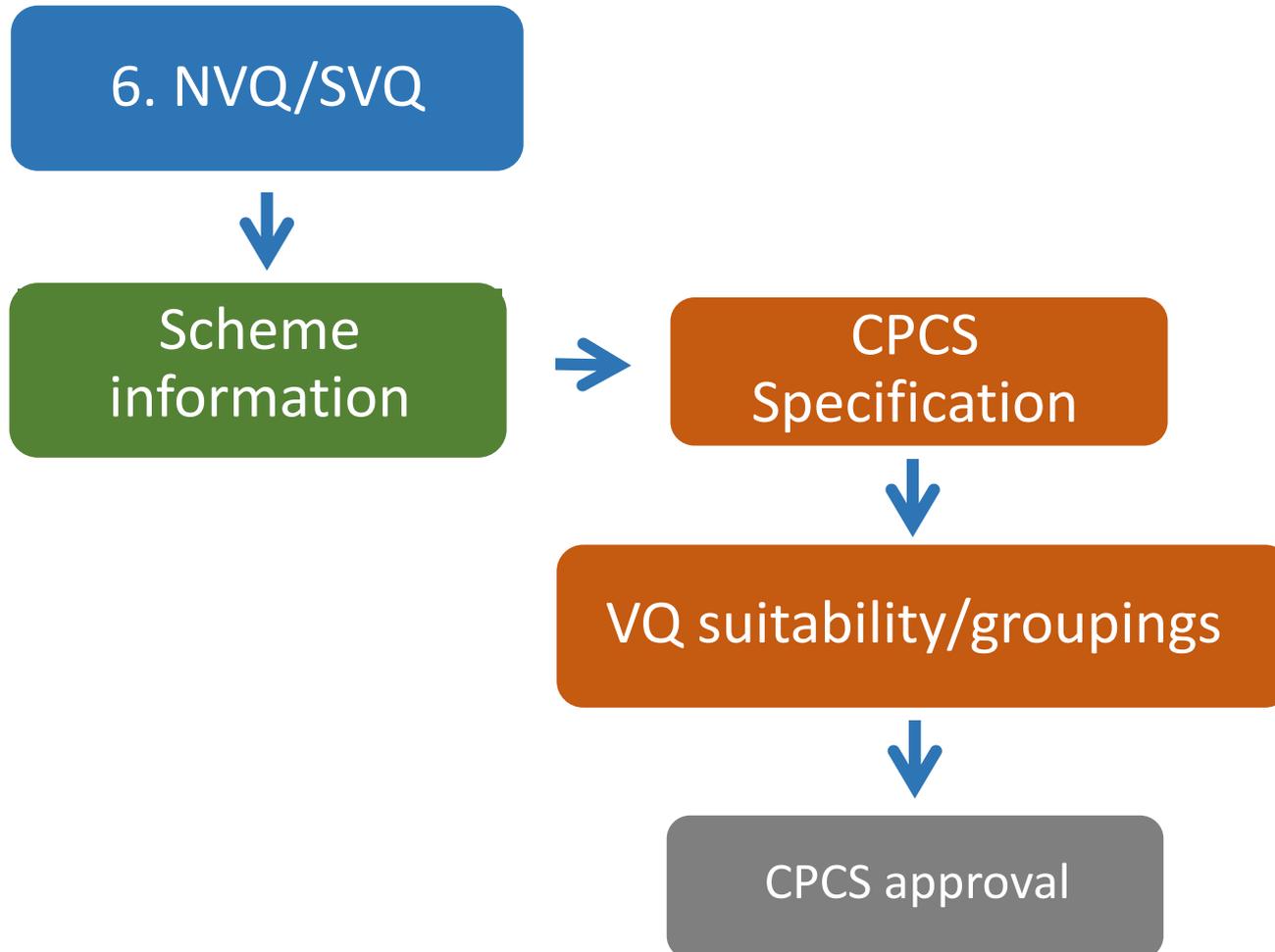
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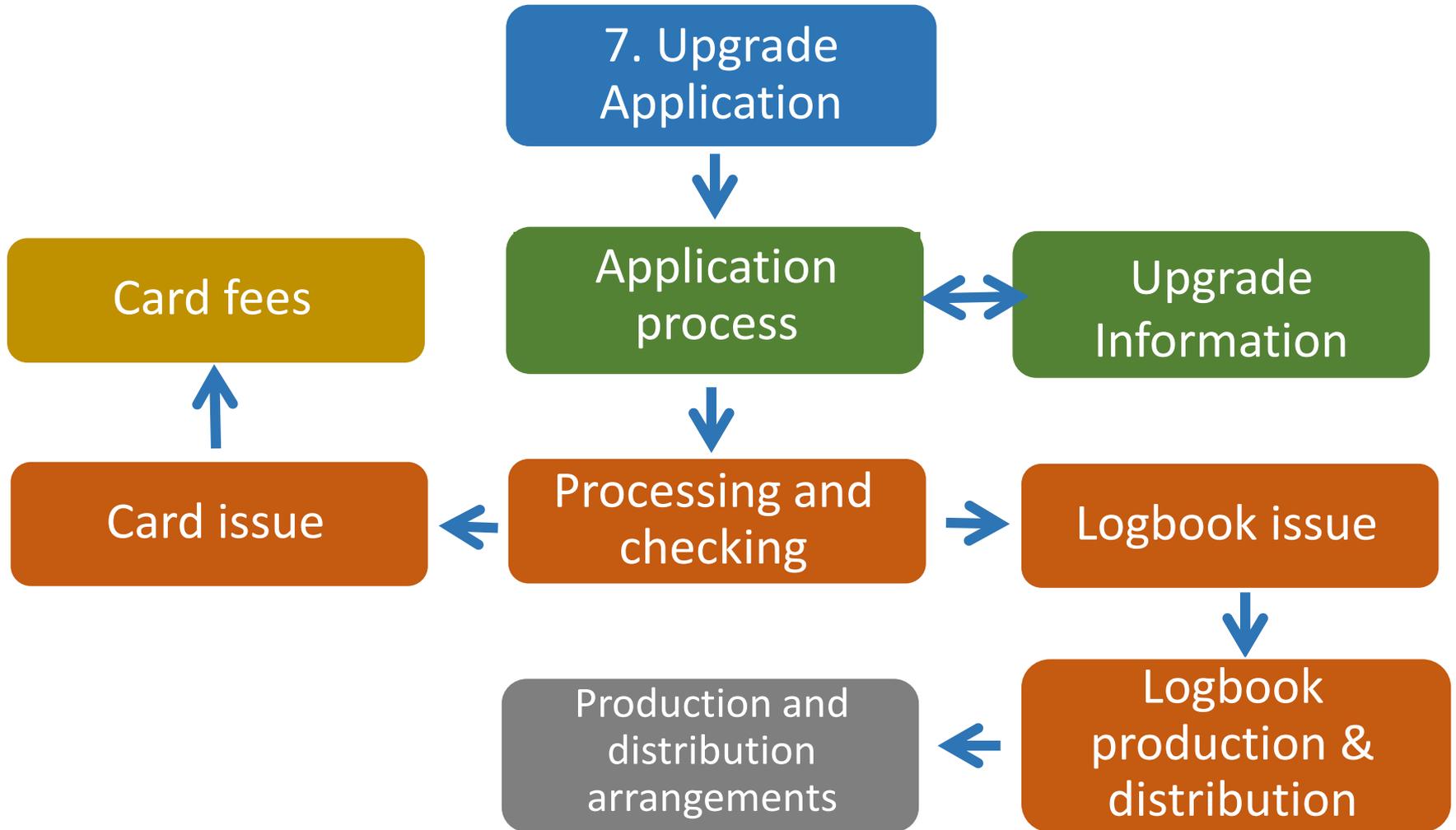
Getting a red card...



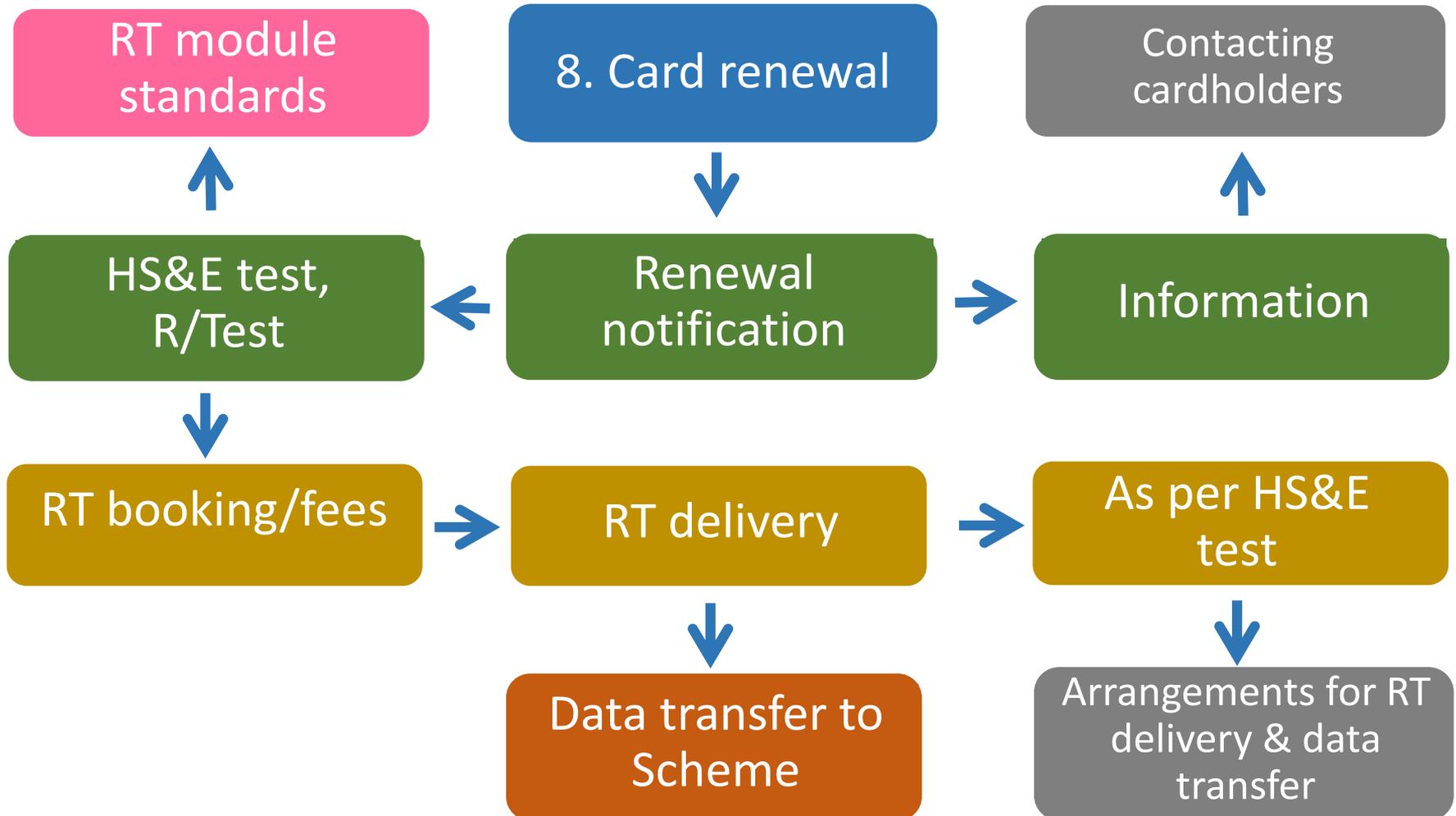
Upgrading to blue...



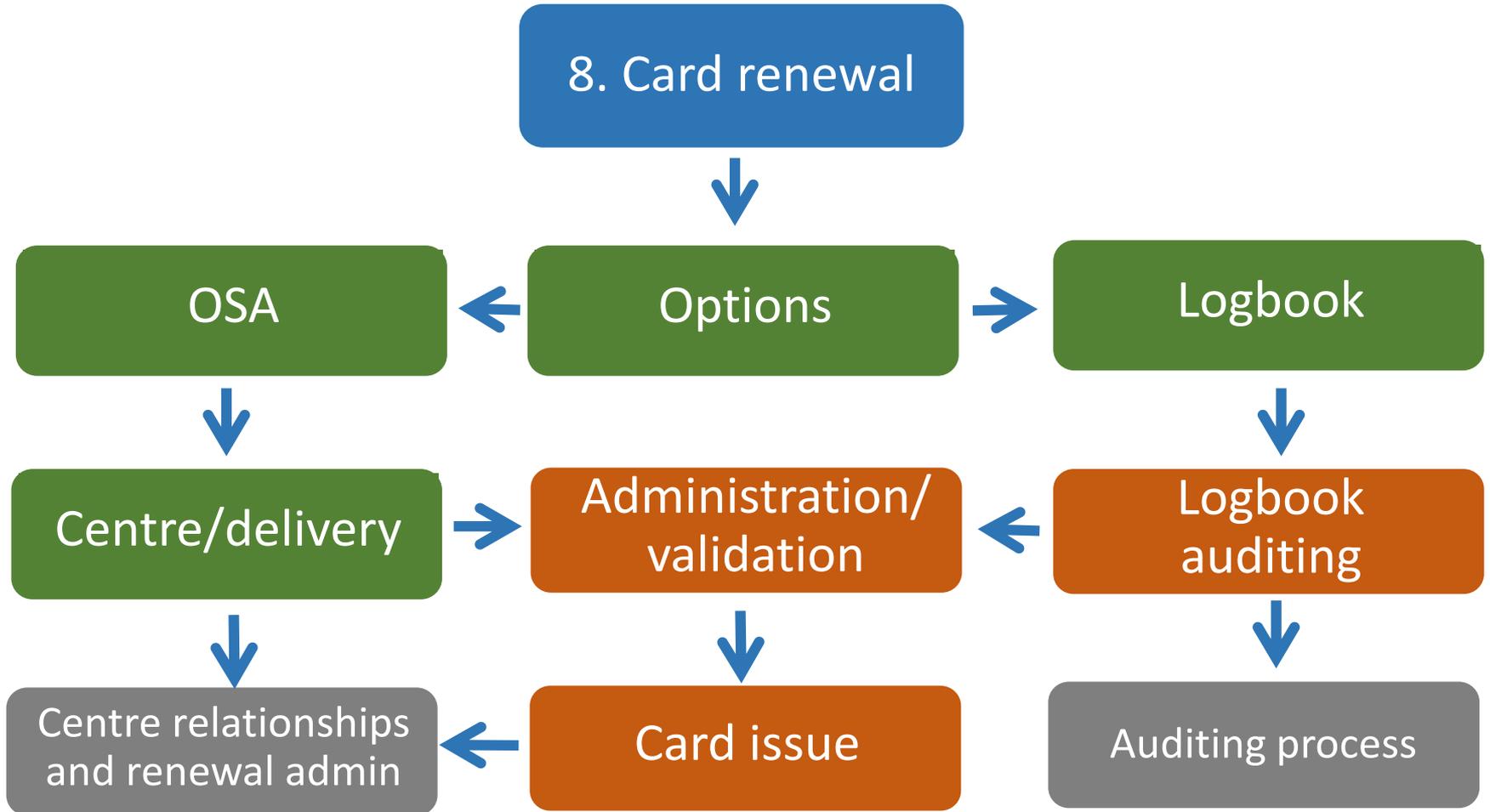
Upgrading to blue...



Renewing blue...



Renewing blue...



Considerations...

Information

Availability/delivery platforms

Contractual

**Centres, HS&E/RT, Testers, card/logbook
delivery**

Staffing

**Information, processing, systems, auditing,
managing, development, training**

Systems/platforms

**Hosting, maintenance, ownership,
delivery mechanisms**

Considerations...

Fees/Costs

Cards/processing, RT,
contractual (*centres etc.*), running, staffing

Setting
of fees

Data

Ownership, systems,
maintenance

Standards

Ownership, IPR, development, systems,
auditing

Operational
Management

Ownership, staffing, procedures,
accountability, auditing

APPENDIX B

For the attention of Mr Graham Wren

Dear Graham

I am writing to you in response to the public announcement made by the Association of Lorry Loader Manufacturers and Importers (ALLMI) regarding their recent acceptance by CSCS for the four following categories issued by ALLMI on a CSCS-badged card:

LORRY LOADER OPERATOR
SLINGER/SIGNALLER
CRANE SUPERVISOR
APPOINTED PERSON

ALLMI have stated that their scheme will continue in its current format citing no changes to the delivery method and content, and who state on their website *"ALLMI does not use NVQs or logbooks as part of its scheme, as it believes that the most appropriate way to assist employers in determining competence is to administer refresher training and assessment on a periodic basis"*.

The CPCS Management Committee are perplexed and worried as the Construction Leadership Council (CLC) 'One Industry Logo' criteria for CSCS badging on a card states that the minimum standard for skilled occupations is an NVQ level 2. Only where a VQ is not available can a recognised equivalent qualification be accepted. We suggest that the listed categories are occupations in their own right and for which there are specific NVQs and SVQs for each of the four listed ALLMI categories. CPCS as a scheme also offer the four listed categories, each supported by the relevant NVQ/SVQ to support competence of the scheme, and have done so since 2003.

It therefore appears that the ALLMI training courses, accredited by themselves, have been deemed an equivalent to the VQs, and furthermore we can find no evidence that the said training courses are a qualification in their own right, which is a requirement of the CLC criteria.

CSCS in allowing their brand to be associated with the above scheme without the need to deliver the appropriate NVQ/SVQ is concerning as it could be viewed as dumbing down standards and undermining the whole concept of competency measured within the workplace.

We would like to challenge the, we believe, ALLMI stance that no appropriate NVQ/SVQ's exist, and ask CSCS to investigate the process in which ALLMI have attained CSCS badging that does not meet the laid-down criteria by the Construction Leadership Council.

Signed on behalf of the CPCSMC