~~~~

**MINUTES OF THE FPS QUARTERLY COMMITTEE MEETING**

**Date:** Thursday 11th February 2021

**Time:** 9.30am – 12.30pm

**Location:** Webex Meeting

**PRESEN**T: Damon Marii Metuarii Abbey Pynford

Phil Hines Bachy Soletanche

Mark Sheridan BAM Ritchies

Michael Jones Bauer Technologies

Mark Pennington BBGE

David Major Expanded

Stephen Edmondson Foundation Piling

Craig Macklin Franki Foundations

Martin Pedley GSS Piling

Bob Thompson Keller

Simon Jones Keller

Stuart Norman Keltbray

Andrew Waghorn Murphy

Cliff Wren Roger Bullivant

Malcolm O’Sullivan Van Elle

**In the Chair:** Steve Hadley Central Piling

**In Attendance:** Ciaran Jennings FPS Secretariat

Melissa Bramley FPS Secretariat

|  |  |  |
| --- | --- | --- |
| **No** | **TOPIC** | **ACTION** |
| **1** | **APOLOGIES FOR ABSENCE** |  |
|  | Apologies were received from: Steve Wilson (Abbey Pynford); Jamie Dunbar (Skanska), Matt Love (JRL Civil Engineering); Alasdair Henderson (BAM Nuttall) |  |
| **2** | **MINUTES OF THE MEETING HELD ON 23rd July 2020** |  |
|  | The minutes of the meeting held on the 16th October 2020 were approved and accepted.  SH welcomed two new FPS Members – Martin Pedley, GSS Piling, and Stephen Edmondson, Foundation Piling.  SH mentioned he had been in discussions with two other prospective Members, which he felt will really strengthen the federation. |  |
| 3. | **MATTERS ARISING** |  |
|  | 1. **Recent Piling Fatalities**   The Chair stated that unfortunately two FPS Members had experienced fatalities in the last month, and this sadly showed how vulnerable individuals were on site, and the importance of the work done by the FPS in terms of placing safe systems of work in place and sharing information. SH felt it was only right to acknowledge the accidents had occurred and wanted to pass his respect and support to those involved.   1. **Attracting talent to the industry – potential Timewise project**   SH mentioned he had approached Timewise, a flexible working consultancy, in relation to the issue with the lack of flexible working within the industry which leads to gender inequality, people experiencing fatigue, and mental health issues which detracts from bringing in and retaining individuals. SH stated anecdotally he felt everyone could accept there was a problem with lack of flexible working and lengthy hours within the industry, and the question was not whether something needed to be done about it, but what should be done. SH stated it was accepted it was the role as a trade industry to look after the welfare of those within the industry.  SH stated a discussion needed to take place on the proposal, mentioning also that Alasdair Henderson, a previous FPS Chair had worked with TimeWise  SH shared the presentation from TimeWise.  SH reported Timewise are a leading consultancy who have worked with lots of large organisations, across industries. SH highlighted the following points from the presentation:   * 87% of people either work flexibly already, or wish they could, and younger people recognise they want flexibility as a top priority, * 73% stating it improves staff motivation, and retention, with * gender diverse companies being 15% more likely to achieve financial returns * 63% of full time workers already work flexibly. * 78% of senior management agree ‘remote working is the future of my organisation’   SH stated flexible working did not equate to fewer working hours, but perhaps split working patterns, and believed looking at flexible working would not be a ‘one solution fits all’. SH then continued by stating felt the real issue was addressing the long hours culture on site, which is affecting how the industry grows and develops, particularly in relation to tackling skill shortages and gender inequality.  SH mentioned the proposal was to go into three different companies, look at the current status, looking at barriers to flexible working, produce an action plan and produce a report.  SH said the total cost of the proposal currently was £33,000 spend on consultancy, with £18,000 from the FPS, and three participating firms to pay £5,000 each.  SH mentioned BAM Ritchies were great advocates for the project, and with a surplus of funds in the FPS account, it might be a worthwhile use of funds, and felt the FPS would gain a great deal of knowledge and benefits from taking part.  Cliff Wren asked who Timewise had worked with previously within the industry, and SH mentioned Willmott Dixon, BAM Ritchies, and Skanska had worked with them previously.SH stated it is difficult to demonstrate tangible benefits from a project of the time, and it depended on the reception of the delivery of advice and the action taken beyond.  MJ offered his apologies for not assisting as much as he had offered previously and mentioned issues within Bauer where a more sensible work life balance had been offered, but stated as the piling industry offered projects working away from home this had proved exceptionally difficult.  SH stated there was a group of employers that had offered higher pay and hours, but there were other companies within the industry that would like to offer flexibility, particularly those with young families, and stated this was replicated throughout the industry. SH stated perhaps by not offering the flexibility the industry is not attracting those who wish flexibility into the industry.  BT mentioned, if clients offered this, for example working 4 x days at 12 hours, he felt it was unlikely greater productivity would occur. BT felt clients might not want those to work 12 hours on site, and main contractors offer extreme pressure on programme management. BT stated in his opinion was the initiatives were good but did not feel they would make a great difference on those joining the industry, without the initiative being client or government led. SH stated he felt if the site hours were longer, for example flexibly experienced with Local Authorities.  SH said he felt job sharing and multiple shift patterns do exist, but by raising awareness and thinking more laterally, this may help, and asked if anyone felt there was not an issue in this regard. SH stated he believed flexibility was a huge part of the gender equality issue, and welfare issues, and felt the FPS should at least investigate what should be done to address these issues.  CM (Franki) stated he agreed he would like to attract more staff, but felt it was a client led issue, and split shifts for example would be an issue with staffing shortages. CM stated he did not feel the clients would accept inducting twice the amount of people.  SH stated he believed as a collective the FPS carried a lot of weight, and by talking about these issues people might start to affect behaviour and look at solutions differently. SH requested those who felt they could not support this, at this time, responded with further ideas on ways of solving the issues faced by the industry.  CW asked if Timewise would tell the FPS what the issues were already, rather than providing solutions. CW mentioned FPS Members all work in different markets, clients, site operatives are working in different ways yet collectively working in the same industries. CW said he was in agreement that something needed to be done but felt the three companies would need to be diverse to ensure diverse solutions that benefit the business, not just the individual.  SH responded by suggesting inviting Timewise should present on some of the solutions they have found for their clients.  MoS said he shared everyone’s concerns and understanding on the call, and agreed action did need to occur and a great deal of change needed to take place, but the FPS could start the conversation. MoS felt tangible benefits for the solutions offered – e.g. annualised hours, 7 day weeks, would be good to see, and felt it was a very difficult issue to solve. MoS said he was specifically looking for evidence of what had been achieved on other projects would be extremely beneficial. SH stated the FPS understand the current issues.  DM asked if the Fatigue Science report had been published, and SH stated some additional analysis had been requested to look at the impact of travelling through the work week, with guidance being published at some point later in the year, and some press articles.SH urged everyone to support with the further information required.  **Action: SH to speak to Timewise to ask for a solution based presentation**   1. **Build UK issues** 2. **Skilled Worker visas**   CJ stated issues had been raised directly by Members where the requirement had changed on skilled workers being able to be employed in the UK requiring an A-Level equivalent qualification to gain a visa to work in the UK.  CJ mentioned PH was due to put forward a legal opinion based on the current situation, to pass onto Build UK. CJ stated Build UK had been receptive to this approach and hoped to establish an easier way of progressing rather than dealing with each issue on a case by case basis.  MJ said in terms of the A-Level equivalent qualification, the position had to be delegated to Level 3 (A-Level), and Supervisors were classed as a Level 3 Qualification – he noted the emphasis is on the role rather than the individual. MJ felt in terms of lobbying the Government, a drilling rig operator is classed as a Level 2 qualification at present. CJ stated that a rig operator was classed as Level 3 in the National Occupational Standard (NOS) for Piling.  A discussion ensued on qualification levels. MJ confirmed on the immigration list, Rig Operators were classed as Level 2.  **Action: CJ to work with PH and provide an update on the situation at the next Quarterly meeting**  CJ stated all NVQ’s are based on a national occupational standard that sets out the content of any course for a particular occupation has to include, which defines a set of mandatory units.   1. **Construction operative’s status as ‘critical workers’**   SH stated that although Construction Work is seen as critical, construction workers are not classed as Critical Workers, and there for have not been privy to the ‘benefits’, for example being able to send children to school during the recent closures. SH stated he had challenged the government via Build UK to ask for ‘critical worker’ status to be applied to the Construction Industry.   1. **COVID SOPs**   CJ stated these are ongoing and wondered if any Members were facing any issues with the standard operating procedures to please inform CJ who would raise these with Build UK.  MJ mentioned Bauer had beeper units attached to individuals’ belts, which alert the employee when they have moved too close to each other, and that production had gone up during COVID due to the use of these.   1. **USAG Charter**   SH shared the attachment, a charter. CJ stated this was a joint task force between the FPS BDA and AGS looking at eliminating service strikes on site, by getting a minimum but high standard of investigation.  CJ stated the charter was BDA led, and the feeling within the Safety, Plant & Operations Committee was this was a main contractor responsibility and as Piling Contractors, the expectation was that services should be identified well in advance of a piling contractor arriving on site.  Martin Pedley said as Members of the FPS normally the starting point would be the expectation the Client has prepared the site and a permit to dig has been issued. MP said there should be a clear audit trail on each site as to whose responsibility this was, and one of their obligations needs to be the issuing of a permit to dig. MP felt the Commercial Committee perhaps should be challenged.  SH wondered if the Charter changed contractual rights. SJ stated the Charter was raised by Bob Speakman at the Safety, Plant & Operations Group, and said there are certain points on the charter that Keller would not be able to sign up to and it would cause challenges.  SH stated that as an Industry our clients should be signing up to the Charter, and if FPS Members stated they would check what was in place, it could pass contractual liability. MP stated it could be confusing what contractually is being signed up to this.  CJ mentioned there is an FPS ‘Permit to dig’ which places the responsibility back onto the main Contractor. SH stated awareness can be raised through contracts and safety teams, but the responsibility should not be taken away from those who should be undertaking the work.  It was agreed that signing up to the Charter could infer inappropriate assignation of risk.   1. **Reinforcement Suppliers Audit**   CJ stated seven Reinforcement Suppliers had been in contact to say they would like to participate in the audit and join the FPS as Associate Members, but there were a distinct lack of Auditors (two from Expanded) and requested further auditors from across the Membership.  CJ stated the intention currently was for the audits to take place remotely. CJ requested a bank of four or five people to undertake the audits.  CJ mentioned he believed the audit schedule was quite tough but set out the quality expectations of the Members, but that he needed to find those who understand Reinforcement Suppliers’ evidence on how their cages are constructed and the documentation.  SH stated he was happy for Expanded to take the lead on the audits for the time being, and to place the emphasis on the audits taking place.  **Action: CJ to start the Audit process**   1. **Restricted Zones Guidance**   PH stated the document had been completed and has gone live, and hoped it would promote client’s interest in this, as to how FPS Companies are operating. PH urged everyone to ensure they were on board with the plan.  Post meeting note: The Guidance has been published externally.  CJ stated Lorenzo Alessi would like to adopt the document at EFFC level.   1. **Sonic Logging Incidents**   SH said the FPS was looking to remove the specification of Sonic Logging, but a great deal of further information was required to prove the issues occurring as a result of it’s use.  PH stated Members had been requested to provide evidence the use of sonic logging was causing accidents, and provide evidence that it’s use was effective.  PH urged Members to return information, even if it’s use was not undertaken.  **Action: All to respond to the email.**  SH asked for those within the meeting to indicate whether they used Sonic Logging, with attendees from the following organisations indicated so:  Balfour Beatty Ground Engineering, Bachy Soletanche, Bauer, Expanded, Foundation Piling, and Keltbray.  **Action: FPS Secretariat to send out the data request to Technical Committee**  DM asked if Rebar cage suppliers should also be issued with the data request group. | **SH**  **CJ / PH**  **CJ**  **All**  **FPS Secretariat** |
| **4.** | **FPS STRATEGIC PRIORITIES 2020-21 - Updates** |  |
|  | 1. **Health**  * **Labour only best practice guidance**   Martin Pedley (MP) stated two meetings had taken place, and the intention of the group was to set out a set of minimum standards to be used when talking to agencies, looking at what was expected from the agencies and the records they keep on individuals, their level of training, and whether they were being open and honest in terms of the performance of the individuals. MP said in return he hoped this would raise the standards by giving feedback in a more constructive way on individuals employed by agencies.  MP said the group also had aspirations to assist those who are employed by agencies to be supported in their career development, by pushing for agencies to take responsibility for the training of individuals.  MP hoped the document would be ready for the next Quarterly meeting.   * **Dust suppression guidance**   SH said this would be prioritised later in the year.   * **Fatigue management best practice**   Discussed later in the meeting.   1. **Safety**  * **Concrete Pumping Guidance**   CJ said the challenge for the group had been to define specific processes.  SJ stated there was an existing best practice guidance document on the website which had been through a review process, and which was ready to be re-issued. SJ noted a further document on how to deal with blockages and clearing down pipe work, was being drafted and refined by the group.  SJ said he hoped to get the documents reviewed at the next meeting of the Safety, Plant & Operations group.   * **Rig Operator Training**   PH stated at HS2 there were now the following Rig Simulators: a Bauer Rotary Simulator trainer, a Grab Trainer and a Hydrofraise cutter trainer from Bachy Soletanche, and it had been a struggle to operate these in relation to COVID guidance. PH mentioned CW had been charged with establishing how the Rig Operator training will be agreed with CPCS.   * **Restricted Zone implementation**   Discussed previously.   * **Minimising manual handling**   It was noted by CJ the guidance is being published but work still needs to be done by members to adopt mechanical methods and to look at the areas where mechanical means are difficult to use.   1. **Quality**  * **Update to FPS Audit**   The Chair stated he was looking for a Group of volunteers to meet to undertake a review of the FPS Audit. CJ stated a volunteer was required from the Commercial Committee and he was unsure who had nominated from the Technical Committee.  **Action: CJ to confirm volunteers and convene meeting**  CJ wondered whether there should also be a representative from the Sustainability Committee, and whether this should be looked at as a thread throughout the audit schedules. SH agreed. SN stated as the Charter was being reviewed, it would be good to review the schedules as a whole.  **Action: SH, SN & CJ to discuss how to progress the sustainability element of the FPS Audit.**   * **Scorecard for best value procurement**   SH stated MOS and MS held discussions on this issue. MOS mentioned the discussion had centred on the value of a scorecard and what it would look like. MOS stated it would be useful to have a scorecard on the capabilities of an FPS Member, and the value these bring to the customer.  MOS stated the FPS Membership customer base varies and would seek feedback from Members of what that would look like and the benefits it might bring before this was progressed further.  MOS said he was tackling fair payment and fair certification and how this can be pushed for Members, in conjunction with Build UK. MOS stated some companies under certified for small things, allowing them to withhold money for months, which was disappointing, and believed the Commercial Committee should be investigating this.  MS said he hoped for a standardised set of record keeping as a result, thus avoiding the conversation that records were not submitted in the way a client wished and leading to unfair certification.   1. **Environmental**  * **Increase awareness of sustainability**   SH stated he was very pleased with the progress of the Sustainability group so far. SN said two meetings had taken place already, and he was producing a standard documentation with an outline benchmark either per metre cube of concrete placed or per linear metre of pile placed depending on the techniques, providing a high-level benchmark to do a quick and easy calculation of emitted carbon.  SN felt asking every FPS member to produce an emitted carbon calculation for every tender would be too great but suggested a carbon calculation should be undertaken for every tender over £1 million, using the EFFC Carbon Calculator. SN stated the intention in his mind was to allow every client to review the information in order to make a decision to place an order on cost, programme, or embodied carbon in the foundations themselves, or a combination of all three, thus raising the raise profile.  SN stated he was producing a paper of proposals to present to the Executive Committee.  SN the next topic of focus would be to review the Environmental and Sustainability Charter.  SN noted there were three webinars planned, the first of which on the topic of the use of Low Carbon Concretes, with SN and AW leading, with Heleni Pantelidou from Arup involved too, on technical benefits, supply chain and costs to raise the profile of the concretes and share best practice.  The Chair stated the group has a volunteer from virtually every FPS Member company, and it showed the level of enthusiasm on the topic, and that geotechnics can be part of a low carbon future.  SN said he felt the key challenge would be to start the benchmark of what is done as an industry, by looking at some quick and easy measures to provide an idea.   1. **Human Resources**  * **Mentoring and internship scheme**   The Chair offered thanks to those who had put forward Mentors or offered work experience opportunities and stated the mentors had been gaining a great deal from the programme too.  SH noted there were development workshops in the pipeline for Mentors covering the topics of Interviews and CV’s. SH mentioned the target for the scheme was originally 40 students, however there were 60 applicants, and the demographic targets set were achieved.  SH also mentioned the scheme had now been adopted by the Ground Forum which had seen the whole Geotechnical industry being able to benefit from the scheme. SH mentioned there had been a great deal of external interest (Institution of Structural Engineers and the Construction Industry Council) in the scheme as a measure of how to increase diversity within the construction sector.  SH urged everyone to facilitate opportunities going forward and reiterated that it was important to make structural changes to improve opportunities for everyone.   * **Establish Level 6 Degree apprenticeship**   SH said he was keen to promote the use of more Degree Apprenticeships and mentioned there was an Engineering Geology Level 7 apprenticeship which may start soon. He also noted a Level 6 Degree Apprenticeship in Piling (BSc equivalent) had been discussed, however it a decision had been taken not to pursue this, as the course may not warrant enough interest. SH noted a further decision had been taken to include sufficient GeoTechnical Engineering content into the Level 6 Civil Engineering Degree Apprenticeship scheme.     * **Trailblazer apprenticeship**   SH stated this was in progress. CJ stated a number of individuals were identified as Assessors for the Apprenticeship, and training was due to start in March 2020, but the country was then placed into lockdown due to COVID. CJ stated he would be contacting those who suggested they would be willing to take part to check their interest. CJ stated Carl Hassell at NOCN was keen to train FPS Assessors, and CJ would like to establish a pool of FPS Assessors to ensure quality control of those joining the industry. CJ noted the Assessors would spend two days assessing the apprentice, going through the CPCS test, following which the Apprentice would then be then interviewed to demonstrate their competency to be on site.  **Action CJ to confirm those who wish to take part**  **Action: All to submit names of industry assessors**   * **Increased Member engagement**   The Chair noted the move to online meetings had enabled greater numbers of people to attend FPS Meetings, which had clearly helped with increased Membership engagement. He also mentioned one webinar had taken place with further planned, and blogs and articles had also been posted.  The Chair also stated the Podcast had been very popular in terms of audience numbers with over 300 listeners per episode with 25% from overseas.  SH said he was looking at pairing the podcast with the Ground Forum to consolidate with listeners and grow the podcast, and financial assistance, with a current cost £250 per episode to produce, with £150 per episode in sponsorship, it was running at a loss, but by raising profile of doing this with GE and Ground Forum.  SH said he would update everyone on any decisions made.   * **Value**   The Chair stated the FPS was more active than ever, and the FPS name provided a strong brand, representative in what as a collective all it’s Members bring to the industry. He stated the FPS was a great way of giving back, particularly through corporate social responsibility. He also mentioned the membership fee showed excellent value, and thanked everyone for their support. | **CJ**  **SH / SN / CJ**  **CJ**  **All** |
| **6.** | **QUARTERLY ORDER STATISTICS** |  |
|  | The Group split into breakout rooms to discuss the statistics.  **Order Statistics**  SH noted housing seemed to be a positive point and the end of the stamp duty concession would not affect the market. SH noted quite a lot of regional variation in work and it was agreed quite a lot of work might occur around Birmingham as part of HS2.  SH stated the overall orders over the last 12 months did not indicate a huge drop of work in the industry.  **Safety Statistics**  MOS said being able to review the statistics earlier would be beneficial and a league table would be useful to see where all the Members stood, alongside compliance, however there was a discussion on the accuracy of the data. MOS also stated the table on RIDDOR / Lost time incidents said a twelve-month rolling average would give further information on where the data sat, along with a histogram with the numbers.  PH referred to a plot of the past twelve months accident data for each member which showed a frequency rate of lost time accidents per total hours worked (Q4 2019 – Q3 2020), which was showing on the face of the document organisations who have worked fewer hours are having a higher frequency rate of accidents. PH challenged the FPS Member MD’s to challenge addressing this within their business, and understand what the FPS can do to assist in improving safety standards.  CJ mentioned some of the data needed to be re-verified. BT agreed the RIDDORs would be a more consistent way of approaching the data.  **Technical Committee**  SH encouraged everyone to attend the Piling 2020 Conference, being held from 23-26th March, and the FPS was sponsor of the Conference.  Mark Pennington noted the following:  **BSI – Low Carbon Concrete**  A nominee from the FPS Technical Committee was being sought for a BSI group on Low Carbon Concrete in connection with the Green Construction Board.  **CIRIA guides**  The Committee had the opportunity to review the Schedule 7 Good Practice Guidance document created by CIRIA. The FPS Steering group has three Members, Andrew Bell, Andy Heathcote and Chris Beynon. The FPS representatives had all met to feed into the final draft of the document, which has been sent out to Sponsors, with Kieran Tully asking to find expressions of interest for tender, but this could prove an issue due to the current climate.  **E-Pile Presentation**  December saw the publication of a presentation by Mark Pennington on the benefits of using an E-Pile schedule. The presentation was now [live](file:///C:/Users/Melissa%20Bramley/Documents/Quarterly/11.2.21/The%20e-pile%20schedule:%20an%20overview%20-%20The%20Institution%20of%20Structural%20Engineers%20(istructe.org)) on the IstructE website and it had been widely publicised.  **Eurocode Updates**   1. **Revision of EN1997-3 Clause 6 – Pile Design** 2. **Revision of Eurocode 7 - Technical Content update**   Andrew Bond advised there are three new drafts out for comment by National Standards bodies, with Project team 6 completing the final document by the end of April 2021. Comments were invited from the Technical Committee on these standards.  **Guidance on Minimum SI Requirements / Improving Ground Investigation Data**  Jonathan Ball has created a yellow book annex proposal on the listing of the site investigation requirements in relation to piling and retaining walls. The annex will be published before the British Standard which is in review (59302020) – the draft code for 1997 part 2, which has yet to come back to the UK for approval. The draft contains a series of tables that link frequency of site investigation and depth of site investigation to geotechnical risk as defined in the geotechnical category. Jon is working to link the current documentation with the incoming documentation.  **ICE Specification for Ground Treatment**  The publishing arm of ICE, Thomas Telford, have asked if the FPS would like to lead on an update to the Specification for Ground Treatment. It was agreed the document does need updating, but not wholly by the FPS and requested further support needs to be gained externally.  **Integrity Testing Guidance Review / Sonic Logging**  The committee discussed further the issues around sonic logging and TIP testing and agreed to collate information where testing had been successful.  **Technical Note on base of pile reinforcement**  Emily Wood and Owen Francis of BAM Ritchies have created a guidance note on the protection of the reinforcement cage in relation to corrosion.  **Rig Bearing Pressure Spreadsheets**  The FPS Rig Bearing Pressure Spreadsheet workshop is undergoing a further format related revision for the 2021 workshops. The workshop will be split in two with Derek Egan, Remedy Geotechnics, pre-recording the initial part of the workshop, and then hosting learning implementation workshops. The course still remains free for FPS Members but will be raising in cost for non-FPS Members in 2021.  **Safety, Plant & Operations Committee**  **Committee Chair & Vice Chair**  Robert Speakman stepped down from his role as Committee Chair following Septembers’ meeting, and the Executive Committee appointed Simon Jones, Keller as the new Chair, with Lee Cain, Keltbray as Vice Chair.  **Piling Supervisor’s Site Safety Training Scheme (PSSSTS)**  The FPS agreed a further extension on the PSSSTS training until 31.1.2021. The Committee agreed the course is not suitable to be run online, and this, coupled with the difficulty in sourcing an appropriate trainer for the course, has led to the course being placed on hold for the foreseeable future. The FPS has canvassed Committee Members to understand their organisations’ future requirements in relation to the course.  **Quarterly Accident & Environment Statistics**  Twelve accidents were reported in Q3, of which four were HIPO’s, 1 x Dangerous Occurrence and 4 were RIDDORs, in comparison with the data for Q2, which were 10 accidents, 6 of which were RIDDORs. Most of the Q3 accidents were to hands and wrists, with two to legs and two to torso. Q2 also had the highest accidents as incidents to hands and wrists.  The causes were similar to Q2, relating to errors in personal factors by far the most reported, and risk assessment was the same. The last quarter demonstrated the maintenance of a safe working environment was the highest cause.  This Quarter showed fifteen Environmental accidents, mostly spills, and discharges from machine breakdowns, plus a lot of hose burst comments.  There were two service strikes this Quarter, across different environments and differing survey levels, both incidents were high severity.  The Committee has been tasked with presenting back their requirements from the data that is provided at the next meeting.  **Reinforcement Suppliers Audit**  A new Membership category has been created for Reinforcement Suppliers, providing they meet the recently agreed audit process. A number of suppliers have agreed to take part, but further volunteers are required from the FPS Membership community to act as Auditors.  **Restricted Zones**  The guidance document has been published internally on the Members’ Area of the website and will be published externally following the meeting of the Quarterly Committee.  **Rig Operator Training**  The Rig Operator Simulators are now in the UK. Colin Williams, BBGE, is working on the draft standard, whilst Phil Hines is working with Carl Hassell of NOCN, with a view to establishing a training card that will legalise trainee Rig Operators to be on site whilst training**.**  **Safe Use of Concrete Pumps**  Two separate step by step process documents are in production, one centered on ‘Blowing out Concrete Lines’, and the other on ‘Dealing with Blockages’. The documents will be published in Q1 2021.  **Skilled Worker Visa**  The FPS to work with Build UK and HS2 to lobby Government requesting special dispensation to ensure the industry has the continued ability to employ skilled operatives from the EU in the UK.  **Sonic Logging**  The Group were challenged by the Technical Committee, and by Arup, to provide a report on any safety related incidents that have occurred as a result of the use of Sonic Logging. Committee Members have been tasked with reviewing their data to develop a database of incidents to present back.  **USAG – Utility Strike Avoidance Group**  The Committee discussed the Charter created by the group, and the clarity required from USAG on where the responsibility is placed for service location and identification. Clear confirmation is required from the FPS to USAG. The matter has been added to the Quarterly Agenda for discussion.  **Commercial Committee – Period of reflection**  Mark Sheridan said a refocused needed to take place for the Committee, and he stated he had been part of the Committee for too long, and he would like to step away from the Committee and seek a replacement.  MS felt the Committee had a real place.  SH thanked MS for being Chair and for all his achievements and asked if there was anyone who was a natural successor.  **Action: All to confirm who might be able to contribute and become the next Chair.**  **Action: CJ to circulate an email to suggest Chair and Vice Chair for the Committee, Mark, MOS and SH – in the next month**  **Early Careers Group**  DM stated there are two webinars booked for the Community, and a CPD event from Matt Smith on Rotary and Support Fluid.  DM also stated he was looking to move on from the position of Chair by the summer.  SH thanked DM for setting up the Group and encouraged people to support.  DM mentioned he, alongside Julia Hill were delivering a talk to the University of Bath, which they were really looking forward to delivering, which had come about through the Ground Forum Mentoring scheme.  SH hoped this might warrant further University discussions.  **Finance**  CJ shared the budget sheet that was set in 2020, and stated he would circulate this following the meeting.  CJ stated with the joining of Foundation Piling and GSS Piling there were increased Membership fees, alongside Associate Members joining.  CJ said it was unlikely a summer ball would be run, but he was hoping the annual dinner would be able to take place. He noted there was an income of £162,000 from across the membership and he was looking at an outturn of £9,500, of things that could be reasonability predicted and budgeted against. He stated had included £20,000 against the Build UK Membership and the Ground Forum Mentoring Scheme, which may not ultimately be spent due to requesting further support from Ground Forum Members.  CJ stated he had included £4,500 for the Rig Bearing Pressure Workshops including costs for filming showing worked examples, with workshops following in a tutorial. CJ mentioned the expectation was that this would still remain free to non-Members but would hopefully become self-funding. CJ also mentioned there was an inflationary rise on the Secretariat fee which the contract allowed. He also mentioned in terms of financial performance based on the previous year was because £17,500 was spent on Fatigue Science and booking fees for the Summer Ball and Annual Dinner for last year.  CJ said there was a holding deposit with Coombe Abbey for the next Summer Ball, and with the London Bridge Hilton for the Annual Dinner.  CJ stated the social levy was charged to Associate Members last year as it was part of the fee but the social levy was not issued to full Members. CJ said if only the Annual Dinner went ahead, it would be prudent to charge only for this, and a survey had taken place to canvas opinion as to whether a Summer Ball should take place, considering the restrictions due to COVID, and the consensus from the Membership was that the event should not go ahead this year. CJ confirmed Membership invoices would only include the fee for the Annual Dinner. | **All**  **CJ** |
| **7.** | **MEMBERSHIP MATTERS** |  |
|  | 1. **Membership Audit**   Foundation Piling have joined as Members.   1. **Membership Applications** |  |
| **8.** | **CONTACT WITH OTHER ORGANISATIONS** |  |
|  | 1. **Reports as necessary: Build UK, EFFC, CITB, Ground Forum, AGS**   **EFFC**  SH asked BT if meetings had been taking place during this period. BT confirmed these had been taking place, with COVID as the main topic, and the cross-border restrictions which were a huge issue currently. BT stated the EFFC have asked the FPS to issue a letter as the UK is no longer a Member of the European Union, which CJ was completing. BT stated they wished the FPS to still remain members and for the FPS to reaffirm their status.  **CITB** - Not discussed  **Ground Forum**  SH stated the GF had been reinvigorated over the last year, with issue over it’s priorities. SH said the mentoring scheme has energised the group and also because there was a lack of diversity in the group without a realistic chance of this changing was that the Ground Forum reached out to organisations that supported minority groups e.g., AFBE, Interengineering, and all of these initiatives had provided greater diversity of thought, and greater accountability on the decisions that were being made. SH felt the Quarterly Committee should also look to provide a voice that was currently being missed and requested this was added as an Agenda item for the next meeting.  **AGS**  CJ stated there was a large programme of AGS Webinars, with one on Equality, Diversity and Inclusion, one on Managing Commercial risks, with a view to physical events taking place later in the year. SH felt there were clear synergies between the organisations. |  |
| **9.** | **SOCIAL EVENTS** |  |
|  | 1. **2021 Events** Discussed during Finance |  |
| **10.** | **ANY OTHER BUSINESS** |  |
|  | **Recruitment Agencies**  SH introduced the topic of Recruitment agencies, which John Chick had asked him to raise, with these agencies looking to recruit whole teams of individuals from his organisation. SH mentioned JC’s concern that agencies were trying to damage competitors.  **Timewise**  BT stated he had made comments on the Timewise proposition and on reflection stated his concern on spending money on consultancy fees, when he felt a good starting point would be to conduct a survey / site engineers, asking their opinion on what they would aspire to in terms of working hours, prior to engaging with a consultancy. SH stated he would not commit to spending any money until this had been discussed and agreed further as a group.  **Fatality - Keller (Austria)**  BT mentioned Keller had a fatality last week in Austria, where a ground anchor was stressed against a waling, and it would appear that the waling itself buckled or broke and a piece of (potentially) steel hit a supervisor in the head. BT said Keller UK had instigated a full review of both stressing and pile testing, and iterated the importance of visual and reaction stresses.  **Fatality – Van Elle Subcontractor**  MOS shared very briefly the incident of Van Elle Contractor where a mast collapsed backwards over the machine, very unusual failure of the pin and the mass pins, properly embedded and in good service – anything that can fall off or fail. – due to legal privilege the incidents cannot be disclosed in the minutes**.** |  |
| **11.** | **DATES OF 2021 MEETINGS** |  |
|  | * + 29th April   + 21st July   + 15th October |  |