14 March 2024

**Minutes of the meeting of ADCAS Executive**

**on Thursday 7 March 2024 at the Victory Services Club in London**

**Present**

Dave Baldock Chair Grob Group Ltd

Claire Watson Airmatic Ltd z

Alan Moore BSB Engineering Services Ltd

Amy Fisher Doby Verrolec

Paul Etty Ductwork by Design Ltd

Chris Yates Secretary FETA

Darren Webster Firesafe Fire Rated Ductwork Ltd z

Jack Friend Hasman Ltd z

Bryan Welch London Ductwork Services T/A RDS

Malcolm Moss Malcolm Moss

Dan Stride Southern Ductwork (Manufacture) Ltd

Michael Duggan Minutes FETA

*z= via Zoom*

**1 Welcome, apologies and to note the FETA Competition Law Guidelines and Guidelines to FETA committee procedures**

The *FETA Competition Law Guidelines* and *Guidelines to FETA committee procedures* to be brought to members attention.

The guidelines are available for members to review at <https://www.feta.co.uk/members-area/competition-law-and-committee-guidelines>. Attending the meeting is taken as a member's acknowledgement of the guidelines’ existence.

**2 Minutes from the previous meetings of the Executive committee**

The minutes are prepared in accordance with the *Guidelines to FETA committee procedures*.

2.1 Approval of minutes of the 05 December 2023 meeting

Approval of minutes circulated by email on 4 Jan 2024.

<https://www.feta.co.uk/members-area/committee-minutes>

The minutes were approved and signed.

**3 Review of important topics ahead of the ADCAS meeting.**

**3.1 Raising the Bar**

1. **Malcolm Moss engaged to manage and lead project**

Malcolm Moss has kindly agreed to assist with this project.

MM had already reviewed Paul White’s document from 2020 and provided an initial report to Dave Baldock & Chris Yates with his initial thoughts.

MM, DB AND CY subsequently had an initial discussion meeting and that discussion continued at this Executive meeting.

1. **Scope of the project that Executive has approved**

CY shared an updated version of the Raising the Bar presentation.

EBSSA has been established. The Engineering and Building Services Skills Authority was convened last year by Actuate UK members together with other leading sector bodies, such as BEAMA, CIPHE, TICA and the standards organisation MCS, to provide a credible authoritative voice for skills across all engineering and building services.

For more information on EBSSA please see: <https://www.actuateuk.org.uk/resources/ebssa/>

5 super sector forums set up. ADCAS are in engineering services part.

1. **Deliverable(s) from the project**

A user-friendly version of the 2020 Paul White document.

1. Timings

The date for the introduction of mandatory requirement of CSC cards is end December 2024, which is informing the timescale of this ADCAS project.

There is a Ductwork competency workshop on 18 April which is organised by BESA at Rotherwick House, Thomas More Street, London, which CY and DB are attending. The revised document MM is preparing will not be ready by then, but DB said we need to have bullet points of the points/issues ADCAS wants covered.

There will be a pre-meeting of the Raising the Bar group (plus Tony Warwick) on Mon 8th April from 2pm to 4pm. CY will try and get Chris Ridge TICA in as well. CY will issue a calendar invitation.

**Action: CY**

**3.2 Marketing WG**

Update from Claire Watson and Heather Wolfenden

There was a meeting of the ADCAS Marketing Working Group on Monday 4th March 2024.

1. Website funding:
   * + Approval for funding requirements for website enhancements
     + Members can send us updates for their profile on the website
     + Certain sections to be taken down for review
     + New images and usability
2. Professional Photoshoot &website images :
   * + There is a planned photoshoot at the Manchester meeting
     + Purpose of a photoshoot for social media and website
     + Members send us your images!
3. Social Media Channels:
   * + Update on LinkedIn presence

Consider member spotlight to be random not alphabetical.

* + - Review of statistics (attached)

1. Skills Card Campaign:
   * + Explanation of campaign objectives and benefits
     + Aiming to have document ready for approval in May
     + To include recent installer survey and build uk information signposting
2. Membership Pack Review:
   * + We are holding a brainstorming session on improving membership pack attractiveness
3. Any Other Business:
   * Open floor for additional topics or concerns
   * Any updates or announcements from members

DW had information on what people thought about training. DB asked the secretary to share this with the Executive.

**Action MD**

DB suggested to CW that this information would be a good post for LinkedIn and suggested she arranges with Michael to post something. CW suggested to CY that she, CY, HW and Michael Crane arrange a PR for Michael to use.

**Action: CW / CY**

**3.3 Training WG**

1. Update on ADCAS Training WG from Jack Friend

**FETA Training & Skills Group**

1. Conducted employer survey, survey results reported:
   1. 80% of respondents reporting that their business undertakes some sort of formal employee training for existing members of staff.
   2. 57% stating that they have considered taking on an apprentice.
   3. 32% reporting that they have already taken on an apprentice.
   4. 20% of respondents to the skills survey stating they have considered taking a T-Level student on a placement.
2. Opportunity of T-Levels and how they can be promoted is an ongoing subject for the group.
3. Have been working to comment on the Advanced British Standard issued by Government to reform education for 16-19 years olds. Consultation closes on 20/03/24, anyone can comment and see the consultation [DfE consultations on GOV.UK](https://www.gov.uk/search/policy-papers-and-consultations?content_store_document_type%5B%5D=open_consultations&organisations%5B%5D=department-for-education&order=updated-newest)
4. Last meeting 13/02/24 – JF apologies
5. Next meeting 22/03/34

**EBSSA Super Sector**

1. Initial ductwork competence group meeting held 26/02/24 as part of the 5 Super sectors, of which Engineering & Building Services Skills Authority (EBSSA) is one, created following the work of Working Group 2. First workshop meeting is scheduled for the 18/04/24 to define key objectives. Aim of the group is to raise levels of competence across England, Scotland, Wales, and Northern Ireland. Initial view is that 3 key areas we need to cover are:
   1. Manufacture
   2. Installation
   3. Maintenance
2. Update on the FETA Training & Skills Group work – Jack Friend/Chris Yates

CY and JF have attended this. T-Levels are part of it and a survey of members has been carried out. The UK Gov has a consultation out at the moment.

CY and President of BRA met with Jane Hunt MP. She is keen on training. CY will see if she can raise a question in the House.

**3.4 Technical WG**

Update from Darren Webster. The TWG met in February, the first in about four years.

We need members to be on the WG.

Are the website documents valid or not? The selection chart for fire dampers may need updating.

DB suggested we take all documents down now until they are reviewed.

It was agreed the procedure for technical enquiries to ADCAS, DW prepares a draft response, seeks approval from TWG and then send out the response.

**3.5 Executive Committee**

3.5.1 One position remains vacant. In addition to Officers, WG chairs, it’s “*Up to and no more than a further six elected representatives*” and we are currently at a further 5 elected representatives.

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| --- | --- | --- | --- |
|  |  |  | **Role** |
| **Airmatic Ltd** | **Claire** | **Watson** | **WG chair** |
| **BSB** | **Alan** | **Moore** | **Vice President** |
| Doby Verrolec | Amy | Fisher | Elected representative |
| Ductwork by Design Ltd | Paul | Etty | Elected representative |
| **Past President** | **Malcolm** | **Moss** | **Past President** |
| **Firesafe Fire Rated Ductwork Ltd** | **Darren** | **Webster** | **WG chair** |
| **Grob Group Ltd** | **Dave** | **Baldock** | **President** |
| **Hasman Ltd** | **Jack** | **Friend** | **WG chair** |
| Lindab Ltd | Heather | Wolfenden | Elected representative |
| London Ductwork Services T/A RDS | Bryan | Welch | Elected representative |
| Southern Ductwork (Manuf) Ltd | Dan | Stride | Elected representative |

3.5.2 Vice President

Process for electing a new Vice President for when we have the Changing of the Guard in June 2024.

Alan Moore will continue as the VP, but he does not wish to move up to the President position. DB asked Executive members to consider volunteering to take over as President.

**Action: All Exec asked to consider volunteering ahead of July meeting**

**3.6 Annual subscriptions and Secretariat Admin fee**

1. **Subscriptions**

* Progress on collecting subscriptions – 50% collected
* Agreed no increase on 2024 subscriptions at the meeting in October 2023.

1. **Secretariat Admin fee** - the Secretariat Admin fee to be paid to FETA remains at £30,000 in 2024.

Chair …………………………………………………… Date ……………………………

(*for approval at next meeting)*