



## **Norfolk Construction Training Group**

### **Articles of Association**

This Independent Training Group funded by Construction Skills has been formed by a number of employers involved in the construction industry for the purpose of organising and co-ordinating training.

The Group is to be known as:

#### **Norfolk Construction Training Group (hereinafter abbreviated to NCTG)**

##### **1) Objectives**

The objectives of the Group are;

- a) Organise and co-ordinate training in activities in or ancillary to the construction industry as may be required by the members.
- b) To co-operate and liaise with CITB-ConstructionSkills and the Learning Skills Council (LSC) in order to promote the training needs of the construction industry.
- c) To co-operate with, promote and influence local and national training providers, manufacturers, local government organisations and education authorities as regards the provision of facilities for training leading to the award of NVQ's and or other such nationally recognised awards and qualifications.
- d) To carry out such things as may be conducive to the attainment of all or any of the objectives as listed above.
- e) To provide a voice for and be able to influence the provision of training for the construction industry.

##### **2) Income and Property**

- a) The Group shall have power to raise and receive money for the purpose of the Group.
- b) The income and assets of NCTG shall be applied solely towards the promotion of the objects of the Group and no part thereof shall be paid or transferred directly or indirectly by way of divided bonus or otherwise by way of profit to members of NCTG. If at any time assets of NCTG become surplus then these may be disposed of in such a manner as the Group Committee shall decide. Provided that this Rule shall not prevent the payment of reasonable and proper remuneration to any member, or to any officer or servant of the Group, or any officer or servant of any member in return for any service actually rendered to NCTG.

### **3) Membership and Subscriptions**

- a) Membership of NCTG shall be open to all companies, manufacturers, schools and colleges who have an interest in the Construction Industry provided that they subscribe to the objectives of the NCTG and its rules.
- b) The membership should consist of at least 75% employers who are 'In-Scope' and registered with CITB-ConstructionSkills.
- c) Membership of NCTG should not be limited but should constitute at least 20 companies or companies who employ at least 500 people between them. The Group Committee shall liaise with the GTO regarding the numbers and management of the Group as the membership increases. The Group Committee reserve the right to introduce a selection process for new membership at any time they may feel is appropriate.
- d) New or prospective members may be admitted membership on completion of the appropriate application form and providing such information as the Group Committee may require.
- e) Subscribers will be deemed to be members for a 12 month period unless written notice is received by the NCTG Committee during the term of membership.
- f) Subscription fees to be paid on joining and then 1<sup>st</sup> April annually thereafter.
- g) The group members will decide annually in advance of each financial year at what rate subscription fees will be charged.
- h) The NCTG committee shall have the power to terminate membership of the group in any of the following events;
  - i. If any individual member fails to pay the annual subscription within 2 months after it has become due.
  - ii. If any individual member becomes bankrupt or make any arrangements or composition with their creditors.
  - iii. It being a corporation it shall go into liquidation whether voluntary or compulsory or otherwise be dissolved.
  - iv. If being a partnership the partnership shall be dissolved whether by agreement between the partners or by the operation of the law.
  - v. To allow the tolerance of the members to be adjusted should 'out of scope' companies become the majority.
- i) A member who ceases to be a member for whatever cause shall cease to have any claim upon the NCTG its assets and funds and will cease to be entitled to any of the benefits of membership.
- j) It is the duty of the members to elect;
  - i. Chairperson
  - ii. Vice-Chairperson
  - iii. Treasurer

### **4) Group Committee**

- a) The Group Committee comprises of the Chairman, Vice Chairman, Treasurer and Group Training Officer. Each elected member shall be entitled at any time to revoke any nominee and to nominate another person as representative
- b) All Group Committee members are entitled to one vote each, with the exception of the Group Training Officer.
- c) The Group Training Officer for the Group shall ex-officio be a member of the Group Committee. The GTO will not be entitled to vote.

- d) Sub Committees can be formed from the Group Committee to aid the efficient running of the Group. The main group committee may delegate powers to sub committees.

#### **5) Powers and Duties of the Group Committee**

- a) The NCTG shall be managed by the Group Committee who may pay all such expenses of the NCTG as they think fit and may exercise all the powers of the Group and do so on behalf of the Group all such acts as may be done by the Group.
- b) The Group Committee may from its members, form a Sub-Committee(s) as may be required for the efficient running of NCTG. The Group Committee may delegate any of their powers to any such Sub-Committee who will conform to any regulations imposed by the Group Committee. The meetings and proceedings of any Sub-Committee will also conform to the general rules as set out for the NCTG regarding minutes and notification.
- c) The Group Committee are entitled to make, repeal, and amend all such rules and regulations as they think expedient for the management of NCTG. All regulations made under this rule shall be binding upon the members of NCTG provided the regulation is evidenced in the Minutes of the Group Committee meeting and passed at a meeting attended by at least 30% of the membership who are entitled to vote and that at least 45% of those attending are in favour of the resolution. Where possible members will be notified in advance of the Group Committee meeting of constitutional matters in order that they may vote by proxy.
- d) The Group Committee will be the sole authority for the interpretation of the Rules and Regulations, and the decision of the Group Committee upon any question of interpretation or upon any matter affecting the NCTG and not provided for in the Rules and/or Regulations will be final and binding upon the members.
- e) The Group Committee reserve the right to not set a precedent to restore past members to the group, whose membership has lapsed for whatever reason.
- f) The Group Committee will determine what shall be sufficient quorum at any meeting of the Group or Sub Committee.
- g) It is the duty of the Group Committee to elect the Group Training Officer and Accountant.
- h) The Group must maintain a policy for the keeping of a register of members of the Group and of their representatives and deputies.
- i) The Group must ensure that minutes of all meetings are recorded.
- j) The NCTG must formally;
  - i. Allocate a person or persons to attend curriculum centre activities.
  - ii. Encourage and support its members to commit to and achieve the Investors in People standards.
  - iii. Ensure that issues relating to Equality and Diversity as outlined by Construction Skills are adhered to.
  - iv. Attend careers events at national and local level to promote careers in Construction.
  - v. Support National Construction Week events.
  - vi. Encourage members to provide work experience placements for pupils and teachers.
  - vii. Encourage members to qualify work based recorders and to identify potential NVQ assessors from within their workforce.
  - viii. Review and approve the Articles of Association, Business and Training Plan annually.

## **6) Meetings of the Group Committee**

- a) Meetings of the Group Committee shall be held as required, with no less than 4 meetings per calendar year. Meetings will be convened by the Group Training Officer at the request of the Chairperson or any other two members of the Group Committee, minimum 14 days notice will be given to members.
- b) The chairperson should preside at every meeting however in their absence the Vice Chairperson will deputise. In the event that neither the Chairperson nor Vice chairperson is present then a temporary chairperson can be nominated to oversee proceedings. Subject to any rule or regulation made expressly by the Group Committee the Chairperson of the meeting shall prescribe the manner of voting and order of conduct.
- c) At least once in every calendar year one of the meetings shall be termed an Annual General Meeting (AGM). A CITB-ConstructionSkills manager will be invited to attend the AGM.
- d) The Annual General Meeting shall include
  - i. The Group Annual Progress Report:
  - ii. The annual Training and Development Plan for the following year
  - iii. The Annual Business Plan.
  - iv. The audited accounts for the year ended.
  - v. Election of Officers.
  - vi. Agreement on the subscription rates and membership criteria.
- e) No less than 28 days notice in writing shall be given of the AGM specifying the agenda items.
- f) Notices shall be sent to all members of the Group, Construction Skills and the accountant.

## **7) Group Training Officer (GTO)**

- a) The Group Training Officer shall be appointed by and be employed on terms and conditions of service as agreed with the Group Committee.
- b) The Group Training Officer will arrange venue facilities, refreshments for meetings and events.
- c) Telephone, email, postage and marketing services as detailed below. NCTG will pay the GTO at an agreed rate per annum plus mileage and other relevant expenses incurred.
- d) The main duties of the GTO will be;

### Develop and maintain NCTG specific database

- Liaise with Group Committee and CITB-ConstructionSkills to determine what information is required for Grant purposes.
- Maintain record of Members training requirements
- Update records with training completed by member companies.

### Training Needs Analysis

- Arrange audits by qualified personnel where required in order to clarify training requirements.
- Visit each member subject to individual member requirements.
- Assist members with the development of their annual training schedule.

- Information gathered should be used to develop the NCTG annual business/training plan.
- Liaise with training providers regarding a wide variety of training including business improvement training, OSAT and apprentices.
- Ensure members are aware of CITB Grant Scheme and where to gain advice on claiming.
- Develop and maintain regular programme of relevant training activities.

#### Keep members informed

- Ensure each member receives up to date membership information.
- Ensure members are aware of regular training programme and up and coming events.

#### Website Maintenance and Development

- Collate information/articles for inclusion e.g. impending H&S legislation, news from HSE, Construction Skills.
- Develop format and layout in conjunction with website designer.
- Ensure inclusion of local events and work with website designer to keep up to date.

#### Topical forums/workshops

- Liaise with Group Committee regarding topics and speakers
- Book relevant speakers
- Regular member contact
- Conduct any follow up calls / emails

#### Coordinate and Arrange meetings

- Liaise with Group Committee and set dates
- Arrange room facilities and refreshments
- Inform members and ensure attendance
- Take minutes
- Compile and distribute minutes and relevant handouts
- Follow up all actions to ensure completed.

#### Accounts

- Provide information to accountant as required in order for annual accounts to be prepared and submitted to Inland Revenue for acceptance.
- Collect annual subscriptions, issue notices for fees, record receipt and bank cheques.
- Liaise with Treasurer and Accountant.
- Provide information if required to Treasurer in order for compilation of quarterly report to be presented at Group Committee meetings.

#### Proactively Increase membership

- Identify appropriate companies to contact
- Organise external marketing of NCTG
- Coordinate mail shot activity where appropriate
- Handle potential new member queries

#### Membership Services

- Provide first point of contact for members queries

#### Liaise with CITB-ConstructionSkills

- Facilitate visits to members from appropriate Construction Skills Field staff
- Regular updates on Construction Skills including grants, training plans and targets
- Keep Group Committee up to date regarding progress being made to achieve Training Group grant criteria.
- Arrange appropriate Construction Skills drop-in sessions/surgeries

### **8) Finance and Accounts**

- a) The financial year of the NCTG shall be the 12 month period from 1<sup>st</sup> August to 31<sup>st</sup> July.
- b) The income and funds of the Group shall be used solely to facilitate the effective and efficient running of NCTG.
- c) The accounts shall be prepared annually in respect of each financial year and certified by the accountant acting on behalf of the Group, they will be submitted for approval by the Group Committee and then the members at the AGM.
- d) Excess funds which are remaining at the end of the year can be used to fund training for the benefit of the group members. This will be discussed and agreed at the AGM.

### **9) Construction Skills**

- a) The Group, its members and GTO shall at all times afford to Construction Skills such reasonable information concerning the affairs of the Group as may be required, including giving access to and the opportunity to take extracts from their records.
- b) Construction Skills representatives will be invited to all Group Committee meetings, and shall receive notice of all such meetings.
- c) Construction Skills staff may not serve as committee members of the Group and will not be able to vote at meetings.
- d) To be able to meet the requirements of the Construction Skills Independent Training Group grant the following will be in place;
  - i. Training Group Articles of Association.
  - ii. List of appointed officers and structure of Group.
  - iii. List of Group members and an indication of whether they are In/Out of Scope to CITB.
  - iv. Copy of Indemnity Insurance.
  - v. Statement of how the Group's finances are to be organised; duties of Treasurer, type of bank account, names of trustees, cheque signatories, auditing arrangements and proposed Group subscriptions.
  - vi. Group Business Plan.
  - vii. Group training Plan.
  - viii. Group Training Officer Contract of employment.
  - ix. Detailed CV of Group Training Officer.

- x. Statement on arrangements for Group Training Officer, including; secretarial duties, office accommodation and communication system.

#### **10) Dissolution of Group**

- a) The group may be dissolved by Resolution of the Group Committee passed at a meeting attended by at least 50% of the members entitled to vote and a majority of not less than 75% of members uphold the resolution. Any meeting called to dissolve the NCTG should give members and CITB-ConstructionSkills at least 21 days notice in writing. Votes on a Resolution to dissolve NCTG may be given either personally or by proxy. The instrument appointing the proxy shall be in writing in a form prescribed by the Group Committee and shall be lodged with the Secretary of NCTG before the meeting.
- b) If at any time NCTG is dissolved then the Group Committee shall be responsible for providing CITB-ConstructionSkills within 7 days a copy of the agreed resolution to dissolve.
- c) If at any time NCTG is dissolved and thereafter there remain, after the satisfaction of all its debts and liabilities, any funds or assets, the same shall be divided rateably into the CITB fund and the Members fund in proportion to;
  - i. The amounts contributed to the Group by way of grant or otherwise by CITB-ConstructionSkills, and
  - ii. The amounts contributed by way of subscription, subsidy or otherwise by the Members of NCTG together with any income accruing to NCTG from activities promoted by NCTG.
  - iii. The CITB fund (if any) shall be disposed of in accordance with the wishes of CITB-ConstructionSkills. The members Fund shall be divided among all the Members of NCTG rateably in proportion to the total amount each member has paid to the Group by way of subscription, subsidy or otherwise in the accounting period up to and immediately preceding the date of dissolution, or as otherwise decided by the Members on dissolution.
- d) The members of the Group Committee and the officers of NCTG shall be indemnified out of the funds of the Group against all costs, charges, losses, damages and expenses which they incur in the execution of their roles within the Group.