



Glass and Glazing Federation

Glass and Glazing Federation Glass Repair Group

**Wednesday 7 December 2016
The GGF Offices
40 Rushworth Street, London. SE1 0RB
Starting at 10.30am**

Minutes

Present:

Mr Bob Griffin	(Chairman)	Renew Surface Systems
Mr Ian Bower		Revitaglaze
Mr Ian Penfold		SGSG
Mr Peter Norman		Glassolutions
Mr Mike Smith		Renew Surface Systems

In Attendance:

Mr Michael Sulston	(Secretary)	GGF
Mr James Lee		GGF Marketing
Miss Sarah Herbert		GGF Training Manager

Apologies:

Mr Theo Simon	3M
Mr Steven Spoors	NSG
Mr Steve Rice	GGF
Mr Brian Baker	GGF

1. Welcome

The Chairman welcomed those present and thanked them for attending this important meeting

2. Apologies

The apologies were read out as listed above.

3. Minutes

Approval of Minutes to the previous meeting signed by the Chairman



4. Matters Arising & Action Points

None on this occasion

5. Promotion of GRG

Form workgroup to develop:-

5.1. Strategic goals and objectives for Group marketing.

The subject of recognising the market and areas of interest was discussed and the need to target architects and specifiers with a presentation.

The group was asked to supply material for the website that will assist in promoting the group.

A visit to the next Counter Terror show was suggested to give those visiting an insight to the options available for glass repair.

A suggestion of creating a CPD for glass and glass repair was discussed. This is a simple matter of registering and sending a presentation for approval.

It was noted that this will be a good source of information for the industry.

Details to be forwarded to the secretary. **Action Secretary**

James Lee will put together some suggestions on how the GRG can be marketed and forwarded for comment before submitting it to the Glazing Executive. **Action James Lee**

Case studies are important element of this process. Members of the group are therefore urged to submit studies for consideration.

5.2. Website update.

James Lee made the meeting aware that the current GGF Website will be completely rebuilt resulting in a far better experience for the Members.

5.3. New Members – a discussion on strategy

There are plans in the pipeline to introduce a 40% reduction in subscription fee should a member attract a new member. This will be a significant incentive for existing members.

If the potential member details are given the GGF Membership Department, the existing member will be eligible for the discount. Details will be submitted once this has been ratified by the GGF Board.

An article extolling the virtues of glass repair would be a good addition to the MyGlazing.com website.

6. Membership criteria for new GRG contractor

This document has now been ratified by Standards. A final decision as to its location on the website will be made shortly but it is likely it will be with related papers on the Glass Repair page.



7. Training

7.1. Confirm approval and registration of NVQ

Sarah Herbert, GGF Training manager, updated the group and confirmed that the new NVQ unit for Glass Polishing, as an optional unit within the existing Glass Processing NVQ Level 2, was approved by GQA for delivery from 1st December 2016.

7.2. Discuss GGF training centre and assessment process

Sarah will be working with the Glass Repair working group in 2017 to develop training modules to support candidates towards achieving the qualification.

GQA Qualifications has approved the re-instatement of GGF as an Approved Assessment Centre. There is still a lot of work to be done in terms of putting the necessary monitoring processes, procedures and an Assessment team in place, however, working alongside GQA good progress is being made. Sarah will keep the group updated into 2017.

Sarah met with CSCS on Monday 5th December regarding the phase-out of the Construction Related Occupation (CRO) card from September 2017, which was very informative.

CSCS confirmed that from April 2017 CRO cards will no longer be issued and from 30th September 2017, operatives carrying out a skilled occupation on-site will be required to have enrolled onto a relevant NVQ qualification or equivalent.

Please see further clarification about these changes and the CSCS requirements from September 2017 attached to the Minutes (Appendix A).

If you have any further queries about any of the above please contact Sarah directly by phone on 020 7397 7206 or at: sjherbert@ggf.org.uk

8. GGF visual quality standard for glass polishing activities

Update on approval for work group

Although elements of the industry accepted quality of vision standard may be suitable, there are some sections that may not be appropriate for the process of glass polishing.

It was agreed therefore to create a guidance using any existing standards specifically designed for glass repair.

9. Health & Safety

10. AOB

11. Meeting date for 2017

18 January – Working Party

6 July – GRG

7 September – GRG

7 December – GRG