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| **Meeting** | **CLAW Leadership Board Meeting**CLAW |
| **Date** |  **10th May 2022 @ 10.00am – 12.00pm** |
| **Venue** | **Teams Meeting** |
| **Attendees** | David Powell – RCT – ChairSue Selkirk - CEWales -SecretariatCat Griffith Williams – CEWalesGiles Parker – CardiffSimon Roberts – WrexhamLyndon Griffiths – CeredigionGareth Thomas – Ynys MonAndrew Ginn – CeredigionSion Evans – DenbighshireJoanne Norman – BridgendJon Arroyo – RCTJim Allen – Blaenau GwentLorna Cross – Vale of GlamorganGeoff Bacon – SwanseaIan Edwards – FlintshireLyndon Watkins – Newport NorseNicky Morton - Pembrokeshire**Apologies**Ross Cudlipp – NewportPaul Colston – Blaenau GwentEirian Jones – CardiffDavid Phillips – NeathPaul Evans – TorfaenStuart Bowen – MerthyrDafydd Gibbard – GwyneddMark McSweeney – Newport NorseMark Wade – SwanseaBleddyn Evans – ConwyDave Phillips – MerthyrJohn Lewis – TorfaenGareth Thomas – Ynys MonJonathan Fearn – CarmarthenDamian Hughes - Flintshire |

| **No.** | **Subject** | **Responsible Officer** |
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| **1.0** | The Chair of the CLAW Leadership Board, Dave Powell (RCT) welcomed everyone to the meeting and asked if there were any new attendees to introduce themselves when they first engage in a conversation. Apologies have been noted by SS and verbalised late apologies by CG-W and show above. |  |
| **2.0** | **Notes of the last meeting** FG Directory – SS to confirm if the FG Directory has been uploaded to the CLAW website. DP also confirmed that following the previous meeting and upon receipt of comments/discussion with Lyndon Griffiths, he had agreed to fund the next phase of the FG work with CEW ‘subject to’ match funding from the FG Office and a review of findings before feedback to WG. CG-W confirmed she was still awaiting feedback from the FG Office and would update CLAW with the outcome in the near future.CLAW Sponsorship package – sponsorship is noted in the constitution, we need to decide what we want to offer. LG will send recommendations and we will circulate within a couple of weeks.Widening of CLAW Membership – general action to all to reach out to health & education to broaden and widen membership. DP delivered a presentation about CLAW at the CEWales Membership meeting in March. DP has held off producing a letter to public bodies as an invite to join as there is a desire to ensure more LA’s attend the Leadership Board before writing to public bodies. Mark Wade sent his apologies for this meeting, so an update is required from the Housing Subgroup as to whether he has spoken to the CIH to gain their involvement. CLAW have a meeting with WG on Friday 13th May to discuss Decarbonisation in Education and determine its ToRCLAW Website – remind and encourage subgroup chairs to pass on minutes, agendas and other information to SS to upload. Urged the group to use the website more generally as well.General action is for officers to suggest future themes for meetings.Andrew Ginn questioned the omission of the Building Maintenance Subgroup update on the minutes. It was agreed that the minutes will be uploaded onto the website when Andrew has submitted the subgroup report to SS. Other than the query from AG, the notes of the meeting were agreed as a correct record.**AGM November 2022**The November Conference and AGM can take place in RCT, however DP asked other LA’s to consider whether they can host the conference as an alternative. A brief comment was made that attendance at the AGM would likely be higher if it was held virtually. | **SS****CG-W****LG****DP & MW****DP** **Sub Group Chairs****Sub Group** **Chairs****AG & SS****All****All** |
| **3.0** | **Subgroup Updates**Geoff Bacon, Asset Management & Estates. At the last meeting there was a great attendance with over 30 representatives. Discussions were on office accommodation and working arrangements. Politicians are keen to see people return to the office, therefore this is a priority item. Considering risk assessments. Climate change is hugely important on all the day-to-day work and suggest this becomes a regular agenda item. This should also include decarbonisation of the estate and offsetting. The group needs a ToR and a succession plan. Links withYstadau Cymru.**Energy** - John Arroyo – Energy Manager at RCT and Vice Chair of the CLAW Energy group attended the meeting on bahalf of Ross Cudlip. He explained the first meeting of this year was on the 1st March. WG Carbon reporting submissions were due by the end of June, but this has now been extended to September. 2023 reporting will revert to June. Discussions on material price increases, energy, standing charges increasing by 900%, purchase prices as energy is purchased a year in advance, therefore concerns on the energy prices next April, look to the Crown Commercial Services to support this. ToR are being drafted and will be shared for use by other sub groups if appropriate.. Discussed a meeting structure change as there were a lot from WG on refit and not enough focus on LA Energy Managers, therefore need more focus on LA’s. There is a South Wales energy subgroup so there’s a need to look at the differences between North and South Wales. Lyndon suggested quarterly meetings for LA and less frequency with WG meetings. Dave mentioned that WG are changing their Footprint Calculator. **Building Maintenance** - Andrew Ginn - The last meeting looked at Co2 in Schools. As Andrew has just come back from sick leave there wasn’t too much to update. Dates for future meetings would be sent out soon.**M&E** – Paul Colston sent his apologies.Design – Jim Allen gave an update on the importance of Net Zero. Saying everyone needs to understand as much as possible as early as we can. He has been collecting practical measures and guidance and has a collection of speakers. He confirmed he would be working with SS and sending out meeting invites to sub group members soon. | **JA****AG****JA** |
| **4.0** | **Ystadau Cymru update** (Jonathan Fearn)Agenda item wasn’t discussed as JF had to give his apologies last minute. Ask JF to submit a written update for dissemination. | **JF & SS** |
| **5.0** | **CEWales Update (CG-W)**At the recent CEWales members meeting in which DP delivered a presentation to the attendees on CLAW, a question was asked by a BESA member about what CLAW are doing to specify competent companies and individuals on their projects. It was suggested that this should be taken up by Paul Colston to seek a presentation within the M&E subgroup from BESA – the Building Engineering Services Association.CEWales’ Exemplar programme was explained and Board attendees were asked to consider making this a requirement within their tender documents. CG-W explained the opportunities for young professionals within CEWales’ G4C network/group. It was suggested that a G4C flyer should be developed explaining, ‘What it is and how to get involved’ so that CLAW can send it out to get LA staff involved and apart of the support network. It was agreed that there’s a need to get more younger people into construction in the public sector.  | **CG-W DP & PC****All****CG-W SS & All** |
| **6.0** | **Future Meeting Themes (DP)**DP asked for suggestions on themes for presentations at future meetings, it will be good to interact with speakers. The focus should be on sharing experiences with each other. He suggested asking his colleagues to attend the next Board meeting and share RCT’s experience of using a successful graduate/apprenticeship scheme to attract and retain staff to grow teams in an attempt to overcome the skills shortage. All agreed to receive a presentation from RCT’s HR colleagues in the next meeting.Another topic which is probably worth discussing at sub group meetings is rising construction costs. DP felt it would be good to see where the costs are in the industry and whether there are geographical issues. Jim Allen reported modal average price increases on building materials by 50%. There is a need to have a spreadsheet gathering data across the while of Wales to understand what is going on. JA is to share this information It was agreed that rising materials cost should be an agenda item for all the subgroups, demystifying this in different sectors. CG-W mentioned an event CEWales ran on this subject and suggested sharing the product forecasting information with the Board members.Everyone was encouraged to share their ‘back to the office schemes’, ‘Hybrid working arrangements’, ‘Modern Methods of Working’, ‘Agile Working’. All documents to be shared. Jon Arroyo stressed that Net Zero is key to hybrid working.. | **DJP****CG-W****All****All** |
| **7.0** | **Finances** (Joanne Norman)Report sent prior to meeting. Rebate fund £221,786, there was an underspend of £3472, the rebate fund has now increased to £225,239. Income from subs £29,000. Expected budget set at £70,300. Currently the budget is being set for 2022/23, income propose to keep the same, website costs return to historic cost. The proposed budget will be sent to all board members following the meeting and we ask for anyone to respond with any queries they may have. DP reminded the board about the training budget and asked for any training costs to be put forward. | **JN/SS** |
| **8.0** | **Summary & Actions of meeting** (CG-W)CG-W summarised the actions arising form the meeting | **SS** |
| **9.0** | 1. **Dates for future meetings****13th September 10am10th November 10am (AGM & Conference)**

**14th February 2023 10am**  |  |
| **10.0** | **AOB** DP thanked everyone for attending the meeting and agreed to invite his HR colleagues to the next meeting. Everyone confirmed they were happy with the meeting format/content and we should continue using Teams for future meetings. | **ALL** |