

Date: Friday 9th February 2018, 9:30 - 11:30am

Dial-in:

Tel 0330 336 4657 (mobile) and/or 0844 4 73 22 00 (landline)

Participant PIN: 497855

Present – in person

Ian Heptonstall, SCSS (Chair)

Kevin Bowsher, Network Rail

Tolu Oke, SCSS

Sara Gouveia, SCSS

Jo Pottinger, BAM Construct

Jo Mercer, VINCI Construction UK

Dale Turner, Skanska

Gary Burt, GRAHAM Construction

Present – on the phone

Aaron Reid, Balfour Beatty

Richard King, Osborne

Belinda Blake, Highways England

Briony Wickenden, CECA

Liz Holford, SCSS

Apologies

Donna Griffiths, CITB

1. Actions arising from last meeting

The following actions from the last meeting are still outstanding.

- AP2: The group is asked to email Tolu if they would like to host an Introduction to FIR workshop for their internal teams or supply chains.
 - Action required to close the action – Further engagement and support required from the group. The group to contact Tolu to arrange dates to host an Introduction to FIR Workshop.
- AP3: The group is asked to email Tolu if they would like to support the growth of the Ambassador Network by recruiting Ambassadors.
 - Action required to close the action – Further engagement and support required from the group. The group to contact Tolu to support the growth of the Ambassadors network.
- AP6: Sara/Tolu to explore Kevin Bowsher's suggestion of creating a promotional video for the Ambassador programme.
 - Action required to close the action – A brief has been drafted. Next steps are to engage Ambassadors to film and secure a filming company.
- AP7: Tolu to share a proposal with the group on what the data capture will look like for FIR Toolkit users including a timeline and cost.
 - Action required to close the action – Discussions are taking place internally. Tolu to feedback on this at the next steering group meeting.

- AP12: Liz to contact Mark Lomas at HS2 to investigate whether they would be happy to provide a signed FIR Commitment and a quote as a client.
 - Action required to close the action – Conversation is on-going between Liz and Mark Lomas. Liz to follow up with Mark.
- AP15: Belinda Blake to share the information for the upcoming CEO breakfast at Highways England to see how to bring together the leaders who have signed the Commitment.
 - Action required to close the action – Discussions/plans are on-going. Belinda to follow up and as more details develop, Belinda will bring back to the group to discuss.
- AP20: Ian Heptonstall and Briony Wickenden to progress the possibility of developing FIR short duration courses. The steering group will become the industry review group needed to satisfy the CITB criteria.
 - Action required to close the action – Discussions are ongoing and Ian and Briony to feedback to the group.
- AP21: Group to feedback to Briony Wickenden on suggestion for venue, speakers, how to incorporate young people within the industry, topics/themes to be discussed and sponsorship.
 - Action required to close the action – Further engagement and support is required from the group. Group to feedback to Briony.
- AP22: Briony Wickenden to have a conversation with them on FIR.
 - Action required to close the action - This will be progressed
- AP23: Liz to engage Caroline to see if she wants to discuss this as part of the Inspiring Change conference; producing industry guidance on maternity and paternity; sending a completely anonymised 5-page report to the group.
 - Action required to close the action – Caroline has been engaged but is due to go on maternity leave. Tolu recommended that Liz loops in Briony.

2. FIR Delivery

Programme progress:

Tolu Oke updated the group on the FIR delivery, detailing the progress of the programme vs the targets. It was highlighting that the FIR programme is delivering 11 Introduction to FIR Workshops and 4 Ambassador events in Q4. Liz Holford pointed out that we ought to focus on targeting SME's. The group discussed how we could target wider supply chains.

Diversity monitoring:

Tolu Oke advised the group that we are collecting diversity data at FIR workshops. Briony Wickenden suggested that we look at ways to collect diversity data electronically. Aaron Reid proposed that we create an application that can be shared to collect/share data.

AP1: Tolu to create a document that reflects upcoming events, whether they are open/closed events and provide details on which supply chains are targeted.

AP2: Tolu to investigate dropout rates at FIR workshops and monitor whether they are SME's to see if there is a correlation between the two.

AP3: Kevin (Network Rail) to organise an event with a main contractor where a FIR presentation can be delivered.

AP4: Tolu to provide Jo Pottinger with numbers of diversity sheets collected at previous workshops.

AP5: Sara/Tolu to look into the feasibility of collecting diversity data electronically.

3. FIR Programme

Marketing:

Tolu Oke updated the group on new marketing materials that have been created to better promote the FIR programme. Jo Pottinger suggested getting dual branded pin badges for Ambassadors and also proposed getting FIR branded water bottles.

FIR Commitment:

Tolu updated the group on the great result of the FIR commitments and the leads created as a result. Dale Turner questioned the future pipeline of FIR commitments and suggested getting more companies on board. Jo Pottinger reinforced that this could be a hook in getting the companies to run additional FIR workshops. Briony Wickenden proposed that Tolu, Ian and Liz have a conversation about next steps regarding FIR Commitments.

Sexual Harassment:

Liz Holford advised that it would be beneficial to raise awareness on 'sexual harassment' in the near future. The group agreed. Kevin Bowsher referred to the 'Me too' campaign and mentioned that the FIR programme can promote this to raise awareness as a short-term proposal. Gary suggested that we create some posters to raise awareness.

AP6: Sara/Tolu to explore the possibility of getting dual branded pin badges and branded water bottles

AP7: Liz, Tolu, Ian and Briony to have discussions on what can/should be done with the FIR commitments going forward.

AP8: Tolu to create a briefing paper with suggested ideas on content based on the 'sexual harassment' topic. The group to review the briefing paper at the next steering meeting.

4. FIR Survey

Tolu provided an update on the annual FIR survey that launched on the 29th January 2018. The group were asked to circulate and complete the FIR survey.

AP9: The group is asked to complete the FIR survey and circulate the survey link to their organisations and supply chains that have been involved in the FIR programme.

5. Inspiring Change Conference 2018

Briony Wickenden updated the group on the progress of the Inspiring Change Conference 2018. Briony Wickenden advised that we setup a FIR stand at the conference, which will help us promote the programme further. Tolu Oke asked whether the event is open to FIR Ambassadors and Briony advised that she would review invitations and would come back to us.

AP10: The group is asked to promote the Inspiring Change Awards.

6. FIR Ambassadors Network

Tolu Oke advised the group that we have revised the Ambassador's on boarding process, whereby Ambassadors need to sign an Ambassador commitment. The group discussed the level to which we should insist that Ambassadors are approved by senior management. The group agreed that board level approval is out of reach. Jo Mercer suggested that we link the FIR commitments with Ambassador commitments to maximize impact.

Dale Turner asked whether we will be able to achieve the growth of the FIR Ambassador Network by the end of March to achieve 100 Ambassadors. This steered the group to share ideas on how to increase the number of Ambassadors. Briony Wickenden suggested that the group should try to work collaboratively to increase the Ambassador's network. The group were all encouraged to become FIR Ambassadors.

AP11: Tolu/Sara to look into ways of measuring the progress of Ambassadors.

AP12: Tolu/Sara to review the Ambassador commitment wording and edit if necessary.

7. E-Learning Modules (x2)

Liz Holford updated us on the E-learning modules progress. Tolu Oke requested that the group provide feedback on the 'train the trainer' brief that she will send out.

AP13: The group has been asked to provide feedback to Tolu on the 'train the trainer' brief.

8. AOB

Aaron Reid identified that it would be good to promote FIR during construction week.