

Date: Monday 3rd September 2018, 11:30 - 1:30pm
Location: Action Sustainability offices, London & skype

Present – in person

Belinda Blake, Highways England
Kevin Bowsher, Network Rail
Gary Burt, GRAHAM Construction
Sara Gouveia, SCSS
Ian Heptonstall, SCSS (Chair)
Liz Holford, SCSS
Briony Wickenden, CECA

Present – via Skype

Donna Griffiths, CITB
Jo Mercer, VINCI Construction UK
Dale Turner, Skanska

Apologies

Jo Pottinger, BAM Construct
Richard King, Osborne
Tolu Oke, SCSS
Aaron Reid, Balfour Beatty

- 1 Review of minutes of last meeting (11th June 2018), matters arising & action points:**
 - 1.1 Within item 1.3 of minutes of last meeting, the third sentence should be changed to “To meet its contractual requirements to engage with Trade Federations, the FIR Programme will continue to work with Briony and her Trade Fed contacts and seek new routes into them (amendment to AP 60)
 - 1.2 AP43 within log – Balfour Beatty is not currently including requirement to have FIR Ambassador within contracts and so there was no material for Aaron to share. Action point closed.
 - 1.3 Donna is to provide a list of EDI related CITB contacts to Briony – **AP76**
 - 1.4 Out of date / non- relevant items within FIR Steering Group Actions Log to be removed by FIR team and updated log to be taken to Team Awayday - **AP 77**

- 2. FIR Deliverables update:**
 - 2.1 The FIR Programme is currently overperforming in all areas except two – number of SMEs and PR activities
 - 2.2 The FIR team asks FIR Steering Group members to continue to support them on identifying opportunities for “Speaking at Industry Conferences” – **AP 78**
 - 2.3 Briony asked whether the “number of companies represented by learners” is based on number of companies within individual workshops, with numbers added together after each workshop, or based on unique companies using the programme overall. Sara confirmed that it is the former (because this is what CITB reporting allows / requires) and that a separate spreadsheet is being collated and maintained to show the latter.
 - 2.4 Notes subsequent to meeting for the Steering Group’s attention
 - 2.4.1 Q4 Train the Trainer events on 3rd July and 21st September are on-line webinars (not in London and Tamworth as stated in original papers).
 - 2.4.2 Q4 Sept 18th workshops in Barnsley have had to postponed because of staff unavailability. Particular condolences to Tolu, who is on

compassionate leave following the very sad and unexpected passing of her father.

- 2.4.3 Q5 Gateshead Employer Network workshop date is not yet confirmed. This will be delivered by Kate Lloyd on behalf of the FIR Programme.

3. Question 1: What are the key industry challenges facing you, at the moment?

- 3.1 Highways England: How to embed EDI within the procurement process as a flow-across non- EDI workstreams (i.e. across all business functions). Key challenges are internal rather than external.
- 3.2 GRAHAM: Embedding EDI in operations (as opposed to just being enforced by HR) and having the same kudos / importance as health & safety.
- 3.3 Skanska:
- 3.3.1 How to make EDI a differentiator within the procurement process (e.g. how to assess and evaluate fairly?), so that it is more prominent across companies and their supply chains.
 - 3.3.2 How to educate senior management and encourage awareness of characteristics outside gender.
- 3.4 CITB: Value Wales (procurement policy department of Welsh government) are interested in FIR agenda. Would like case studies relevant to construction (e.g. Ardmore video case study) not just civils.
- 3.5 VINCI:
- 3.5.1 easier to get outcomes in civils than buildings because timeframes are longer for civils projects.
 - 3.5.2 Language is a barrier when explaining appropriate behaviours in the work place (e.g. EDI v FIR v National Centre for Diversity's FREDIE). Value in stripping back to core message of 'treating people appropriately'.
- 3.6 SCS School: housebuilders appear to have a lack of long term perspective on FIR, and not recognise the business case, even though 20% of their workers are aged over 50. Liz to speak with EJ and make sure that she is making the connection between EDI and FIR when she talks with housebuilders – **AP 79**
- 3.7 Network Rail: different approaches of different EDI / FIR schemes confuse people, safety is more coherent in its approach. Transport sector is seeking to achieve consistency in approach. Issue of client consistency to be added to Away Day agenda – **AP80**

4. Question 2: What FIR issues have hit your desk or inbox recently?

- 4.1 CECA: race pay gap & disability pay gap requirements are on the horizon
- 4.2 GRAHAM: GLA creating a 'Good Work Standard'. Gary is engaged with it and lopping the FIR team in.
- 4.3 VINCI: launching 3rd annual staff engagement survey today. Includes EDI monitoring questions. Results to be shared with Steering Group – **AP 81**
- 4.4 Skanska: how to undertake a restructure in an inclusive way and yet the process used (e.g. consultation) not being later used against the business?
- 4.5 Network Rail:
- 4.5.1 increase in Islamophobia and homophobia, particularly following Pride events.

- 4.5.2 NR has just lost a discrimination case related to disability that might not have become an issue if the person facing barriers had been met with sympathy, empathy and some flexibility. The cost to NR is £150k.
- 4.5.3 HS2 requires, and Infrastructure Client Group (ICG) planning to require, suppliers to sign up to the free Disability Confident scheme.
- 4.6 Highways England:
 - 4.6.1 Discussion around thresholds & frameworks. Need to manage risk of duplication and confusion.
 - 4.6.2 Supplier Diversity Forum (SDF) collecting benchmarking data and examples of activity that has resulted in specific results (e.g. increased declaration rates)
 - 4.6.3 Developing suite of procurement questions and answers – particularly addressing disconnects that frequently exist between approach of headquarters and what goes on, on site
- 4.7 CECA: FIR Programme profile not being as high as it could be:
 - 4.7.1 Need to get better at messaging out FIR materials – Briony might be able to achieve this through the blog she has been asked to do for CITB (specific details of which are currently unclear).
 - 4.7.2 FIR team and SCSS's Emily to produce a FIR Marketing Plan – AP82

5. FIR Delivery Team Away Day

- 5.1 Some points discussed to be taken forward to FIR Steering Group Awayday
- 5.2 Dale explained that, if there is to be a charge for workshops, this could conflict with the core principle of the School being free at the point of use.
- 5.3 Kevin suggested that / asked:
 - 5.3.1 All sites should have a FIR Ambassador
 - 5.3.2 Programme could look to make [more and better] use of social media
 - 5.3.3 How can FIR Ambassadors be identified on PPE? E.g. stickers on hard hats, Velcro on sleeves
- 5.4 Note: the paper that was circulated prior to this Steering Group meeting was an early draft and included some typos and points missing. A final version accompanies these notes.

6. FIR Steering Group Away Day – Tuesday 30th October

- 6.1 Timings to be amended so that the day is 10am to 4pm
- 6.2 Osborne will host, at Waterloo station offices
- 6.3 Ian to investigate bringing in an external facilitator – AP83
- 6.4 Will use the Day to drive some PR (e.g. post about it on Linked In, Tweet about it, place a news story) – AP84
- 6.5 Proposed content:
 - 6.5.1 How do we drive FIR within our business?
 - 6.5.2 How do we drive FIR within our supply chains?
 - 6.5.3 Consistency of approach (e.g. language, materials)
 - 6.5.4 Breadth of subject – what's in scope?
 - 6.5.5 Review of current FIR Toolkit materials – for relevance, gaps and any need for amendment and update. (N.B. Liz is currently working on a summary of all FIR materials and their intended audience, as it's been requested by Siemens)

- 6.5.6 Completion of skills matrix – what do we each bring to the table? This can then be used to identify the most appropriate new Steering Group members. Ian to share SCS School matrix with FIR team for adaptation – **AP85**
- 6.5.7 Agenda and Skills Matrix to be circulated by FIR team to participants by end of September – **AP86**

7. Potential new members of Steering Group

- 7.1 Issue to be picked up after skills matrix work at Awayday
- 7.2 Workload for an SME representative to become involved could be heavy. Could involve more than one, so that there can be 'rotation' but one is always present.
- 7.3 Gary has changed role at GRAHAM and others might take on his role with the Steering Group. He will keep us posted. Group thanked him for his enormous contribution.
- 7.4 NOTE Since this meeting Michael Smyth of GRAHAM has nominated Steven McKinder to attend the FIR team Awayday and Caroline Gee to attend the next Steering Group meeting

8. Trade Federations

- 8.1 The FIR team urgently need introductions to 'warm' individuals within Trade Federations as there are contractual deliverable targets to engage with several, b the end of December 2018
- 8.2 Steering Group members to provide introductions to – or contact details of – 'warm' contacts at Trade Federations to Sara, asap – **AP87**

9. Dates of next meeting

- 9.1 FIR Steering Group Awayday – Tuesday 30th October
- 9.2 FIR Steering Group meeting – Thursday 6th December - 9.30am to 11.30am
- 9.3 Further Steering Group meetings to be scheduled at the Awayday