

**Date: Wednesday 8<sup>th</sup> May 2019**

**Location: Action Sustainability offices, London**

**Attendees:**

- Dale Turner (Skanska)
- Jo Pottinger (BAM)
- Briony Wickenden (CECA)
- Stephen Cole (CITB)
- Joanne Mercer (VINCI – on Skype)
- Belinda Blake (Highways England – on Skype)
- Ian Heptonstall (Action Sustainability - Chair)
- Liz Holford (Action Sustainability)
- Tolu Oke (Action Sustainability)
- Sara Gouveia (Action Sustainability)

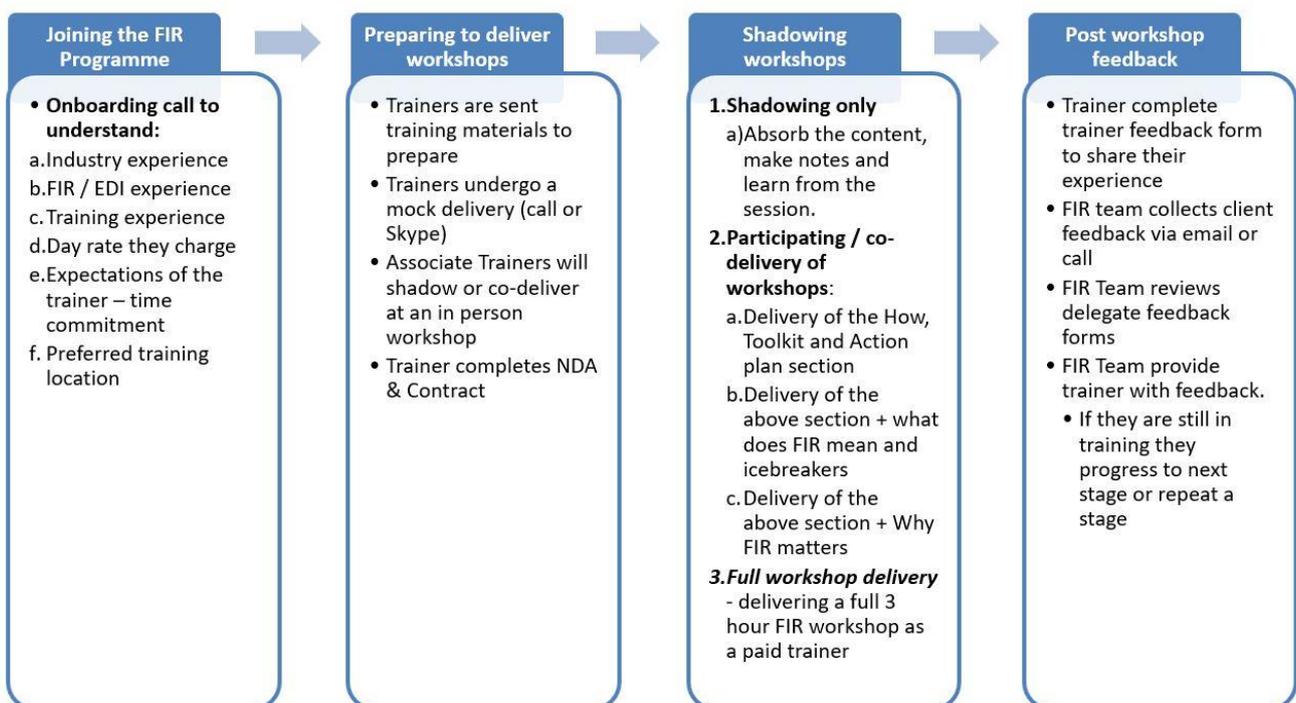
**Introduction**

Tolu Oke (TO) provided the group with an update on outstanding actions, according to the action log. TO mentioned that Richard King (RK, Osborne) provided an update on action point 97. RK is working with Network Rail to plan FIR training but they’re going through a supplier selection process prior to hosting the workshops.

Ian Heptonstall (IH) advised that the ‘mission and vision’ for the FIR Programme has been set and the group confirmed that they are happy with the wording.

**Trainers network**

TO provided the group with an overview on the below trainer chart, which highlights the onboarding



process/training that FIR trainers undergo.

- ✓ **Action 104:** There is a regional gap in the FIR trainer's network, covering Wales and Scotland. The group to identify of any potential FIR trainer contacts in these regions.
- ✓ **Action 105:** Dale Turner to pass on details of a contact in Wales who may be interested in delivering FIR training.

IH reinforced that the FIR programme has a process in place to monitor quality of trainers and that this will continue to evolve as the network expands. The group were happy with the FIR trainer process. If anyone would like to access a more detailed overview of the FIR trainer process, there is a trainer onboarding paper and a supporting excel database available that can be circulated.

### Inspiring Change

Briony Wickenden (BW) provided the group with an update on the Inspiring Change Conference's developments and speaker line up. A concentration for the day will be "Workplace – time for change" which is aimed at agile working. IH mentioned that the applications received for the awards were very inspiring as a large portion referred to the FIR Programme. Many applicants highlighted that the FIR programme has been an instrumental factor in moving their FIR agenda forward within their organisations.

- ✓ **Action 106:** Briony to circulate the video recording of the Inspiring Change Conference 2018
- ✓ **Action 107:** Supply Chain Sustainability School team to provide support on the day of the conference. Sara to liaise with Briony on this
- ✓ **Action 108:** After the Inspiring Change Conference, the FIR Programme to review applications received for potential case studies

### FIR Culture Survey 2019

Tolu provided an update on this year's FIR survey results (150 responses collected). The 2019 FIR Survey report is available for anyone who would like to take a more in-depth look at figures.

### Recommendations for the FIR survey 2020

The group discussed potential recommendations for the 2020 FIR Survey:

- Aim to get more responses
- Stephen Cole proposed sending the survey out to CITB Construction Ambassadors to widen our audience
- To ensure an uptake on responses, the group spoke about the possibility of getting the survey out through trade federations.
- FIR steering group members to send out the survey to their teams and supply chains
- Adjust the FIR Ambassador commitment to mandate completing the FIR survey
- Stephen Cole mentioned that there may be a possibility of integrating the FIR survey with CITB initiatives next year.
- The group agreed that we will split the FIR survey to assess 1) industry culture and 2) programme impact. This will most likely require the survey to run at a different time in the year to avoid clash with the School's impact survey.
- The survey identified that colleagues working in procurement need more support to drive FIR through their supply chains and the group discussed developing specialist masterclasses that will train procurement specialists on FIR and support those seeking to monitor FIR through the contract performance management process.

- ✓ **Action 109:** FIR team to collate plan to increase participation in FIR Survey 2020
- ✓ **Action 110:** FIR Programme to offer Masterclass in EDI in procurement and contract management, these could be marketed as ‘masterclasses’

#### **FIR Commitment**

- ✓ **Action 111:** FIR Team to work with Briony to make the FIR commitment stronger and more binding going forward

#### **Business planning**

Ian H talked the group through the resource planning document, which highlights the amount of time invested by the FIR team to complete programme activities. This allowed the group to review and discuss all FIR related activities and everyone was happy with the programme of work and business plan.

The group briefly spoke about the vast demand for ‘Becoming a FIR Ambassador’ workshops and the business plan has budgeted for the existing sessions taking place in this financial quarter. The group reached the conclusion that if companies want to run additional FIR Ambassador sessions and we don’t have budget, the organisations will need to pay a fee.

#### **FIR Steering Group members**

Liz Holford (LH) reminded the group of the work conducted via the skills matrix that assessed all FIR steering group member’s skills. It was agreed that the group would benefit by extending an invitation to 3 groups of people: 1) an SME 2) a subcontractor 3) a house builder and 4) a representative of the Labour Standards SIG

- ✓ **Action 112:** Nominations are welcome for new members of the FIR steering group
- ✓ **Action 113:** Liz to speak with Helen to identify how to find a nominated representative from the Labour Standards SIG

#### **Any other Business**

Stephen Cole mentioned that CITB will be running a ‘careers campaign’ soon and that there may an opportunity to use FIR resources as part of the calls to actions. There were also discussions around potentially setting up a CITB Introduction to FIR session for CITB’s Construction Ambassadors.

- ✓ **Action 114:** Liz Holford to brief Lorna (Network Rail) on the FIR Steering Group activity so that she’s up to speed for the next meeting.
- ✓ **Action 115:** Briony to contact Michael Smyth re GRAHAM Construction representation