

Date: Tuesday 7th April 2020

Location: Skype

Attendees:

Andrew Wilson (SCSS), Antoinette Irving (SCSS), Belinda Blake (Highways England), Briony Wickenden (CECA), Dale Turner (Skanska), Emer Murnaghan (Graham), Ian Heptonstall (SCSS – chair), Joanne Mercer (Vinci Construction), Lorna Brown-Owen (Network Rail), Paul Aldridge (WJ Group), Richard King (Osborne), Sara Gouveia (SCSS), Stephen Cole (CITB)

Apologies:

Aaron Reid (Balfour Beatty), Joanne Pottinger (BAM), Kevin Mcloughlin (K&M McLoughlin)

1. Welcome & introductions

Ian Heptonstall (IH) welcomed the group and outlined the context for the meeting based on the agenda. IH introduced Antoinette Irving (Project Manager, Supply Chain Sustainability School) to the group, who will be stepping in as FIR Project Manager as Veronica Mulenga has unfortunately left the organisation for personal reasons. IH also welcomed Andrew Wilson (AW) to the group, who is managing the Construction Skills Hubs FIR extension project, alongside Briony Wickenden (BW).

2. Review of minutes of last meeting

The group confirmed that they were happy with the reflection of the previous meeting notes. IH picked up outstanding actions with group members and an update was provided. The action log has been updated as per discussions.

3. Progress against plan for this FY:

Delivery

IH underlined the targets to date vs what was achieved during FY19-20 as outlined in the table below:

Outputs	Target to date	Actual to date	Project target
Overall number of learners ¹ (classroom + e-learning + webinar)	2,980	4,325	5,000
Overall number of companies (classroom + e-learning + webinar)	1,300	1,409	2,000
Overall number of companies that are SMEs ² (60% target, actual is between 49% and 66% - see below)	780	640	1,200
Number of FIR Ambassadors	320	627	500
Marketing campaign - number unique visitors reached	10,000	22,534	18,000

IH pointed out that the SME target total includes only face to face activity and equates to 49% SMEs. However, additional figures for e-learning and webinars have been collated and reflects the Programme has achieved 66% SMEs. However, we still don't have data for those companies who access the FIR Toolkit with logging in, what we call "ungated". The group agreed that we should not pursue further "ungated access" and take the declared information as a guide to overall engagement.

Type	Unique number	SME: up to 249 employees	Large: 250 + employees	Undeclared
Companies	982	649 (66%) <i>Up 3.5%</i>	254 (26%)	79 (8%)
Individuals	2,310	1,052 (46%) <i>Up 1%</i>	1,002 (43%)	256 (11%)

The group agreed that the Programme has progressed with SME figures across companies (up 3.5%). It was also mentioned that the FIR Programme has over-delivered on workshops than initially set out, which is positive since a few workshops had to get cancelled due to the current situation with Coronavirus. BW proposed that the Programme should aim to promote the "Leading People Inclusively" workshops to SMEs to capture an increased SME audience. Also, highlighting that we could benefit from promoting the events to training groups.

- ✓ **AP 163:** BW to provide the group with contacts to training groups.

Impact survey update

IH provided the group with an update on the FIR impact survey that is currently open and will be closing on Thursday 9th April. Currently, there has been 576 participants, of which 327 are responses from FIR Ambassadors. IH summarised by advising that once the survey closes, data will be collected and analysed, whereby a draft report will be shared with members of the group for comments. The report will be published on the 22nd May and the group will deliver a "lunch and learn" webinar to comment on the results and trends.

- ✓ **AP 164:** FIR team to share the drafted impact report with steering group for comments
- ✓ **AP 165:** BW & IH to review contract to understand whether budget for an external evaluator has been allocated. Loop in with Stephen Cole.

4. Coronavirus - Plans for next 6 months

IH provided a brief update on the School's current situation whilst dealing with Coronavirus. He announced that the FIR Programme aims to run all training online until able to initiate face to face workshops again later in the year. The group discussed their situations with the current furlough situation and the consensus was that employers are encouraging individuals to continue their online training and development. The plan below was agreed by the leadership group with caveat that we might need to further delay activity in September depending upon progress with Covid 19.

Activity	Units FY 2020/1	Action	Q1 Apr- Jun	Q2 Jul- Sep	Q3 Oct- Dec	Q4 Jan- Mar
Introduction to FIR workshops	18	Develop interactive webinar – 90 minutes Start Face to Face in Sept	4 web	4 web	5 F2F	5 F2F
Becoming a FIR Ambassador workshops	4	Trial interactive webinar – 2 hours Start Face to Face in Sept	1 web	1 web	1 F2F	1 F2F
FIR specialists courses & masterclasses	10	Trial interactive webinar – 2 hours Start Face to Face in Sept	2	3	2	3
FIR Ambassador webinars	16	No change Lunch and learn – 45 minutes	4	4	4	4
Updating e-learning	2	No change				2
Conference and awards	1	Delay to Q3			1	

IH mentioned that FIR trainers will be going through a series of online facilitation training sessions to enhance the delivery and engagement of FIR webinars. This will be valuable, in order to develop engaging content, allowing a better training experience and ability to carry out online activities and group work.

- ✓ **AP 166:** Sara to update the monthly events schedule and share with the group as soon as possible

5. New Content Development

BW updated the group on progress with the Construction Skills Hubs FIR extension project as per slide 18. BW highlighted that she has requested a contract extension (end of June 2021) from CITB. This would permit pushing back essential face to face training. Whilst managing implications with Coronavirus, the team has agreed to accelerate the development work and delayed the face to face training. The FIR group agreed with the approach.

AW provided an update on the content development work that is currently taking place, whilst going through the development process and timelines as per slide 21. Experienced trainers have been selected and commissioned to lead this work during spring/summer 2020. The content being produced consists of:

3 x E-Learning Modules:

- Understanding Invisible Disabilities
- Managing Difficult Conversations
- Understanding Race and Culture

3 x Workshops

- Leading People Inclusively
- Setting up an Inclusive Site
- Inspiring and Coaching New Employees

AW mentioned that we're seeking volunteers from the Steering Group to assist with peer reviewing at key stages of the process.

For example, reviewing learning outcomes, content overview, storyboards, scripts and PowerPoint slides. There is no set time commitment for these so participants can contribute as much or as little time as possible. During the meeting, Emer, Belinda, Jo Mercer, Paul and Stephen offered out their support.

- ✓ **AP 167:** Group to advise if they can support with the peer-reviewing process with new content development
- ✓ **AP 168:** Group to provide any contacts that could support with the development of a 'Race and Culture' workshop

6. Monitoring workplace diversity

Belinda Blake (BB) provided an overview on the conclusions gathered from the EDI accreditations research undertaken by Highways England. The research aimed to understand if having achieved or working towards an EDI accreditation enables suppliers to drive continuous improvement on EDI. Whilst, making recommendations on adoption of a best practice approach.

The scope and approach:



The research concluded that the most popular accreditations used by suppliers were, Disability confident and Stonewell. HS2 are not mandating external benchmarks. They want suppliers to use accreditations that have external verifications and robust assessment, such as, National Equality Standard, Disability Confident, Clear assured and Investors in Diversity. The slides will be circulated with the meeting minutes to provide further context.

- ✓ **AP 169:** Belinda Blake to provide the slides for the EDI accreditation research.
- ✓ **AP 170:** IH to add EDI accreditation research to the agenda for the next meeting so group can spend more time on this.
- ✓ **AP 171:** IH to invite Kevin Bowsher to speak at the next FIR Steering Group meeting

7. Any other business

BW mentioned that she is in discussions with SC, regarding the future of the "Be Fair Framework" to understand whether CITB could provide additional funding to continue supporting this project. SC asked whether he could invite Stephen George (Careers Products Manager) to attend the following FIR meeting, which the group agreed to.

- ✓ **AP 172:** SC to invite Stephen George to attend the following FIR meeting