

**Date: Tuesday 15<sup>th</sup> September 2020**

**Location: Teams Call**

**Attendees:**

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), Sara Gouveia (SCSS), Stephen Cole (CITB), Aaron Reid (Balfour Beatty) and Kevin McLoughlin (K&M McLoughlin)

**Apologies:**

Richard King (Osborne), Jo Pottinger (BAM)

## 1. Welcome & Review of minutes of last meeting

Ian Heptonstall (IH) welcomed the group and outlined the agenda for the meeting. IH talked through outstanding actions based on the action log. The group agreed to combine action points 151, 170, 171 and 172 to be addressed at the next meeting. IH confirmed that time will be set aside in the next meeting, to address EDI standards and accreditations. Kevin Bowsher will be invited to speak about EDI standards and Stephen Cole (SC) said that he would invite Stephen George (Careers & Product Manager from CITB) to talk over the Be Fair Framework. All updates have been made to the action log.

## 2. FIR Programme activities

### 2.1 Progress against plan for this FY

Outputs	Target to Sept 30 <sup>th</sup> 2020	Actual to date	Target to March 2021	Project target
Overall number of learners <sup>1</sup> (classroom + e-learning + webinar)	3,580	5,495	4,180	5,000
Overall number of companies (classroom + e-learning + webinar)	1,500	1,861	1,700	2,000
Overall number of companies that are SMEs <sup>2</sup> (60%)	900	903	1,020	1,200
Number of FIR Ambassadors <sup>3</sup>	400	798: Trained 353: Active	450	500
Marketing campaign - number unique visitors reached	12,000	25,338	14,000	18,000

IH talked through the programme's progress against targets listed above. The FIR Programme has been delivering well throughout these challenging times and all targets highlighted in green, have been met. IH noted that the team has trained many more FIR Ambassadors (798) but 353 Ambassadors remain active, so the team is working to ensure this network remains engaged. IH reiterated that we're really pleased to see that we have reached the SME company target and we have noticed that training virtually has been successful in making this happen.

Type	Unique number	SME: up to 249 employees	Large: 250 + employees	Undeclared
Companies	1,398	922 (66%)	353 (25%)	122 (9%)
Individuals	3,411	1,366 (40%)	1,703 (50%)	342 (10%)

IH pointed out that whilst we have achieved the number of SME companies we had set out; the SME individuals target remains at 40% from a target of 60%. IH recapped that this target will always be a challenge because training up larger organisations will always result in a lot more employees from large organisations accessing training, in comparison to the smaller organisations. However, it is very pleasing to see that there has been a lot more access to FIR training from SMEs.

## **2.2 Proposed activities for rest of year**

IH outlined what the FIR Programme has delivered, in terms of virtual webinars and workshops across Q1, Q2 and Q3. As well as providing an update on the sessions that are yet to be delivered for the rest of the year. Please refer to slides 10,11,13 for more information on this. All FIR training can be accessed [here](#).

IH posed the question of how we should look to setup training for Q4, for instance should delivery be a hybrid of face to face training and virtual if feasible by then? Dale Turner (DT) commented that it may be a little early to decide how we proceed, based on the current circumstances with COVID-19. He also mentioned that it seems like the virtual training plan seems to be working well. Paul Aldridge (PA) mentioned that the virtual training formats have really worked well for his organisation as an SME as it has allowed more individuals to attain training, without having to spend extra time on travel. IH concluded that the programme is now reaching more SMEs by going virtual and that we're seeing good quality ratings from feedback gathered, along with good attendance so we will continue virtually for the foreseeable future.

BW asked for clarification on whether FIR webinars are now open for anyone to attend and IH confirmed that this is the case. SC made the point that it would still be good opportunity to have a place for FIR Ambassadors to engage and support each other, perhaps a virtual meeting or group so the network can share experiences and support one another. The group agreed that the FIR Ambassadors LinkedIn group would be an ideal space for this, but this would need to be developed to encourage FIR Ambassadors to communicate within that space. The FIR team agreed to work on the FIR LinkedIn group to try to engage the existing audience.

SC highlighted an opportunity to link Industry Careers with FIR activities to expand reach for individuals that are speaking at Schools, to talk about FIR and educate the next generation of skills. SC underlined that CITB have migrated their Careers Ambassadors through STEM

Learning UK, in turn inheriting the pool of Construction Ambassadors. An avenue in which FIR could look to explore with Stephen to push through FIR training.

- ✓ **AP 176:** SC to look at getting FIR embedded within STEM Ambassador's training curriculum
- ✓ **AP 177:** FIR team to explore the idea of putting on a monthly or by weekly meeting whereby FIR Ambassadors can connect and share knowledge

### 2.3 Conference Update: Briony

Briony Wickenden (BW) updated the group on the ongoing plan to run the Inspiring Change Conference & Awards. BW is still aiming to run the session as proposed, on the 10<sup>th</sup> December 2020. However, BW will confirm whether this will be face to face or a hybrid between virtual and in-person event. BW is hoping to run the Conference live on the day via YouTube. Depending on the circumstances, the Conference may need to be fully virtual, which could also be an option.

- ✓ **AP 178:** FIR group to consider applying for the Inspiring Change Awards and get in touch with Briony if further details are required
- ✓ **AP 179:** Briony to take the decision on the format of the Conference

### 2.4 New content development

IH highlighted that Andrew and the team have been working to get this up and running. By the end of September, the Programme will have the following courses developed:

#### *E-Learning Modules:*

- Understanding Invisible Disabilities
- Managing Challenging Conversations
- Understanding Race & Culture – 2 parts

#### *Workshops – developed and uploaded to FIR Toolkit*

- Setting up an Inclusive Site
- Leading people inclusively
- Inspiring and coaching new employees

Jo Mercer (JM) highlighted that it would be a good idea to link the launch of these E-learning modules to National Inclusion Week at the end of September 2020. The group agreed this would be a good plan. BW provided an idea to create a Press Release between CECA, CITB and SCSS, which the group agreed would be successful.

- ✓ **AP 180:** School to launch new learning material during National Inclusion Week
- ✓ **AP 181:** CECA, SCSS and CITB Press Release to be ready for the launch during National Inclusion Week.
- ✓ **AP 182:** Sara to share the "Bringing your whole self to work" training link with the group

### 3. FIR programme future funding

Source	Budget	Actual	Comment
CITB Core	£83,004	£63,000	
Construction Skills Hub extension	£78,480	£28,100	Only do the development work, no budget for delivery
School Partners	£50,000	£40,000	The School has a 30% cut in funding, need to reduce by 20%
	<b>£211,484</b>	<b>£131,100</b>	<b>38% - £80,384 reduction</b>

IH gave the group an update on FIR funding and as it stands there is still a shortfall of over £80,000. Some of this budget activity has been paused (Construction Skills Hub extension) but the programme has continued to deliver all core FIR programme activity. The Programme is in discussions with Highways England, Network Rail and HS2 regarding funding for future FIR activity.

SC provided an update on funding status within CITB, in relation to future funding for the FIR programme. SC mentioned that funding continues to be very challenging within CITB but he has made the case for CITB to continue to support FIR over the next 4 years but this depends on financing and decisions from the Board.

### 4. Let's talk about race

IH invited McLoughlin, Balfour Beatty and Skanska to talk through what they've been doing internally, in regards to the Black Lives Matter campaign, which led to really interesting discussions. An hour was set aside for this and a video can be accessed to review this, if necessary.

- ✓ **AP 183:** Sara to share Mehmet Zeki and Pascal Coyne's contact details with the group.
- ✓ **AP 184:** The group suggested creating some case study videos with Mehmet and Zeki

### 5. Any other business

No other business was raised. IH reminded the group that the next FIR meeting will take place on the 10<sup>th</sup> November between 10:00 – 12:00 via Teams.