

**Date: Tuesday 16<sup>th</sup> June 2020**

**Location: Teams Call**

**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), Sara Gouveia (SCSS), Stephen Cole (CITB), Aaron Reid (Balfour Beatty), Joanne Pottinger (BAM) and Kevin Mcloughlin (K&M McLoughlin)

**Apologies:**

Richard King (Osborne)

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

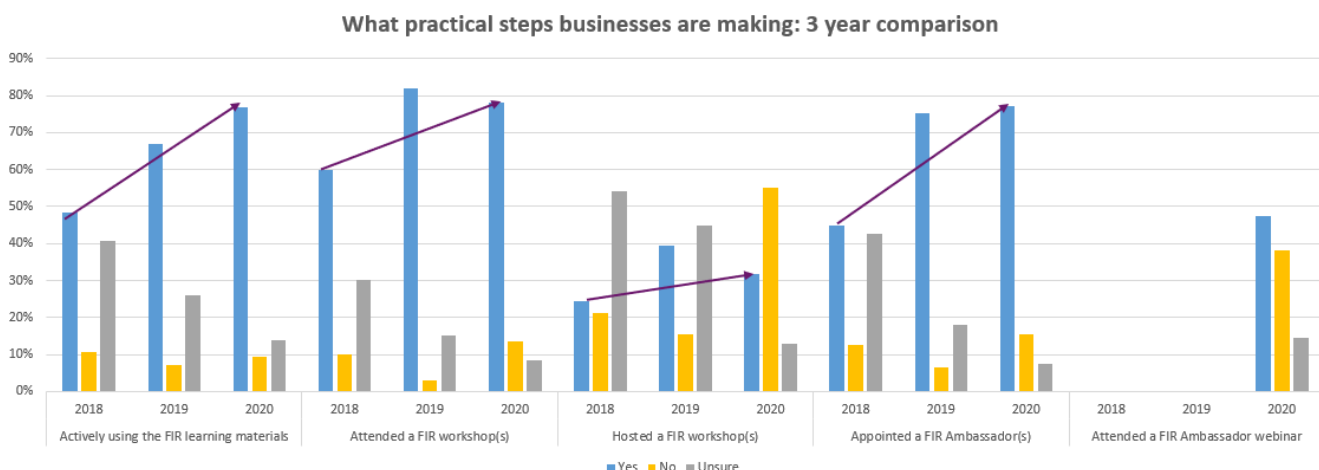
Ian Heptonstall (IH) welcomed the group and outlined the agenda for the meeting. Sara Gouveia (SG) talked through outstanding actions as per the action log. As discussed, the FIR team will follow up with any outstanding actions.

**2. Impact of FIR programme and FIR culture survey**

IH talked the group through the data collected in the FIR impact survey 2020, which received 607 responses. IH delivered a 45-minute webinar outlining whether we are seeing signs of change based on these survey results. The webinar can be accessed [here](#).

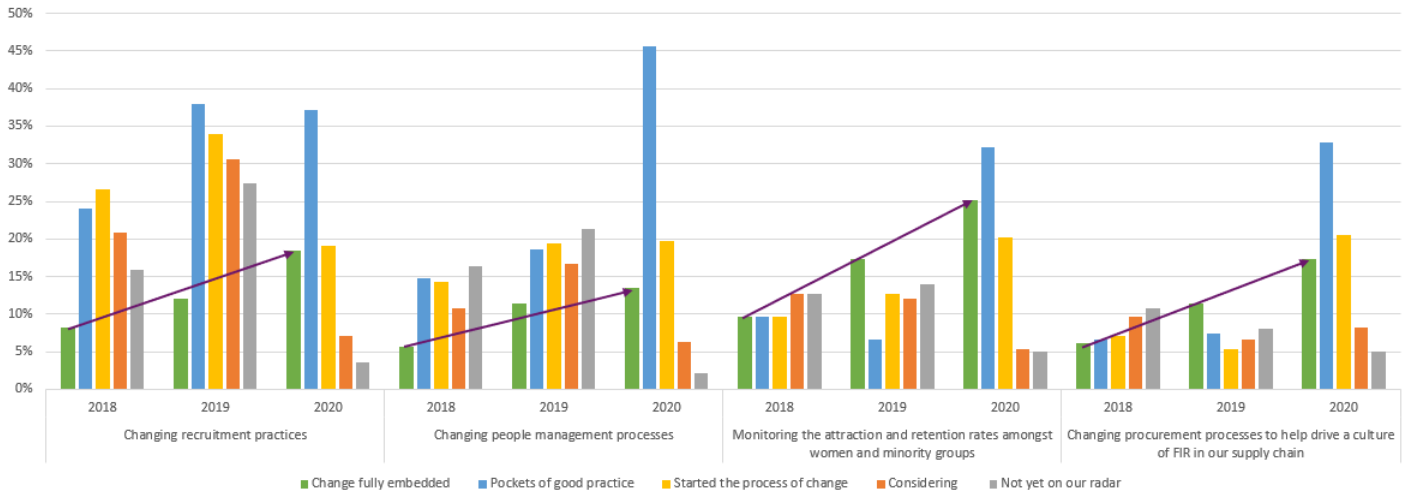
The survey report has split the data into the following key sections.

**Activity Measures:**



## Process Measures:

Changes businesses are making: 3 year comparison



This graph represents changes that companies have made in key business processes such as, recruitment, management, procurement and attraction/retention rates amongst women and minority groups. The data generally represents an upward trend year on year.

This question generated discussion and interest amongst the group to understand the breakdown of responses amongst SMEs in comparison to larger organisations. It was also mentioned that it would be worthwhile including more selective options for respondents in future surveys e.g. "I don't know" to reduce the high percentage of respondents who skipped this question.

## Impact Measures:

The impact measures look at how the FIR programme has impacted respondent's organisations (refer to slide 25). Jo Pottinger (JP) mentioned that it's important to factor in that that some respondents will not be aware of the impact the FIR programme is directly having on their organisation as a whole, thus important to consider this when drawing conclusions. The group agreed it would be good to explore the seniority of respondents who answered questions on impact for a full picture.

The group also addressed the significance of keeping the audience in mind, as half of the respondents were FIR Ambassadors, who may feel different from the average employee within the built environment. The group agreed that we would make a collective effort to increase the number of responses for the next survey running in 2021. For additional information and a full breakdown of responses collected through the survey, please refer to the survey report that has been circulated.

- ✓ **AP 173:** Andrew and Alice to explore additional data splits amongst company size, seniority and sector for the activity, process, and impact measures.

## 3. Coronavirus - Plans for next 9 months

### a) Budget Implications

IH referred to the letter that was distributed to all School Partners to inform them on the School's current financial position and implications post COVID-19. CITB formally advised the School, on 13<sup>th</sup> May, that funding for all School projects has been suspended with immediate effect until March 2021. The School's delivery partner, Action Sustainability, put in place a robust amended delivery plan which has been approved by the School Board. This will, amongst other things, entail delivering all training sessions virtually until further notice – potentially a likely outcome in any case in the current circumstances. The following financial position was shared with the group, relating to the FIR programme budget:

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 clarified that due to the uncertainty relating to future funding of the programme, the FIR steering group should consider alternative funding methods, outside of CITB funding. IH outlined that he is in discussions with client organisations that may be interested in funding the programme and has had conversations with Aaron Reid (AR) and Belinda Blake (BB) regarding these options. AR and BB both agreed that there is an appetite to explore this conversation further and they would continue to carry out these conversations. The group agreed with this approach.

IH mentioned that CITB has agreed to fund any work that has already been achieved or completed, including the development of the new content that is currently underway and therefore will be finished.

- ✓ **AP 174:** Ian to pick up ongoing conversations with Belinda, Aaron and Lorna regarding future FIR funding

### b) Learning implications

IH highlighted that there is still an appetite for learning within the School. The School is still receiving a good uptake from learners on all virtual training as displayed on slide 54. Also, the statistics are positive based on feedback relating to quality and relevance of sessions. Additionally, the School has seen an increase in e-learning downloads due to increased learning online.

## c) Progress against plan for this FY

Outputs	Target to June 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)	3,280	4,724	4,180	5,000
Overall number of companies (classroom + e-learning + webinar)	1,400	1,578	1,700	2,000
Overall number of companies that are SMEs <sup>2</sup> (60%)	840	767	1,020	1,200
Number of FIR Ambassadors <sup>3</sup>	375	756: Trained 318: Active	450	500
Marketing campaign - number unique visitors reached	11,000	23,849	14,000	18,000

From the above table, IH mentioned that all targets have been achieved/exceeded, highlighted in green. There is steady progress in meeting the 'overall number of companies that are SMEs' and engaging in the programme, which has been an ongoing challenge, but we are now in a much stronger position as highlighted in yellow. The FIR team anticipates this SME gap closing soon, with the move towards virtual training. In recent months, SME attendance has been higher than historical trends. The virtual approach, along with shorter training sessions appears to be more appropriate to the SME audience.

## d) Proposed activities for rest of year

FIR trainers have undergone facilitation training provided by the School, to equip them in delivering interactive, engaging, and impactful virtual training moving forward. The session consisted of 3 x 2-hour online sessions with expert facilitators. This consisted training on new tools and platforms such as, Mural, Kahoot, Zoom and Mentimeter. The FIR team/trainers are now going through the process of redesigning the 'Business case for FIR' deck to adapt it to virtual training, including the use of new tools and platforms. We will go through the same process with the "Becoming a FIR Ambassador" training session. IH outlined future training available through FIR. All future training for Q2 can be found [here](#).

- ✓ **AP 175:** FIR steering group to help promote future training sessions to wider networks - All future training for Q2 can be found [here](#).

## 4. New Content Development

Andrew Wilson (AW) thanked everyone who contributed to peer reviewing, on the call. The development of new content continues for the following:

- *E-Learning Modules*
  - Understanding Invisible Disabilities
  - Managing Challenging Conversations
  - Understanding Race & Culture
- *Workshops*
  - Setting up an Inclusive Site
  - Leading people inclusively
  - Inspiring and coaching new employees

AW highlighted that all resources are being developed by Knowledge Partners and reviewed by expert FIR trainers and industry representatives. There has been some great content as a result. AW also outlined the e-learning and workshop process adopted, as seen in slides 63 & 64. Currently, AW mentioned that he is getting feedback on the scripts and will be able to send everything off to the production team soon.

### 5. Any other business

The group mentioned how crucial it is for the FIR Programme to run some virtual training on understanding race and culture, especially due to the current situation relating to the Black Lives Matter movement. AW mentioned that this feeds into the work that is currently being developed on the e-learning module side and he recommended getting in touch with Yvonne who has developed the content. He added that there would certainly be enough content to create a virtual workshop. Lorna Brown-Owen suggested having her EDI Project Manager (Lilly) get involved and speak to the FIR group, as she is leading on "Let's talk about race" within Network Rail. The group agreed that this would be a good idea. AR also mentioned that Lisa Reynolds is currently leading on a similar series of workshops at Balfour Beatty, which would suit the FIR agenda. The FIR team agreed that this is a subject matter that we ought to deliver.

IH thanked everyone for their contribution and reminded everyone that the next meeting will take place on the 15<sup>th</sup> September 2020.

- ✓ **AP 176:** Antoinette to seek contact with Lisa Reynold, Yvonne and Lorna regarding the race and culture workshops.