Date: Thursday 24th June 2021 - Location: Teams Call

Attendees:

Aaron Reid (Balfour Beatty), Antoinette Irving (SCSS), Belinda Blake (Highways England), Briony Wickenden (CECA – chair), Dale Turner (Skanska), Emer Murnaghan (Graham), Joanne Mercer (Vinci Construction), Ian Heptonstall (SCSS), Lucie Wright (CITB), Paul Aldridge (WJ Group), Richard King (Osborne), Sara Gouveia (SCSS) and Stephen Cole (CITB)

Apologies:

Jo Pottinger (BAM), Kevin Mcloughlin (K&M McLoughlin) & Lorna Brown-Owen (Network Rail)

ACTIONS:

- ✓ **Action 199:** FIR team to review comments made regarding the diversity tool and the maturity matrix within the meeting, before sign off.
- ✓ **Action 200:** FIR group to review the maturity matrix draft and provide feedback to Ian by Thursday 15th July 2021.
- ✓ **Action 201:** FIR group to consider putting people forward to speak at the next mini conference "Building Back Fairer" or for video case studies.
- ✓ **Action 202:** Any new FIR topics or trainers proposed by the group to be added to this [Jamboard.](#)

1. Welcome & Introductions

Ian Heptonstall (IH) welcomed the group and set the scene for the meeting, outlining the agenda items.

2. Demo of the Diversity Tool

Charles Naud from Action Sustainability took the group through a high level demonstration of the Diversity Monitoring Tool. This is in its final stages before final sign off and is almost ready to be launched to suppliers. The group discussed queries that surrounded the demonstration.

Points raised by the group for consideration:

- **Captcha** format is inaccessible and may prevent any site meeting AA compliance and will potentially stop anyone with visual impairment getting any further than the login screen. Is there another option that can be considered to mitigate this?
- **Do we need to capture employee ID** – Would the system recognise or reject two different organisations that happen to have identical employee ID's? Complexities may arise from this.
- **Strategic suppliers vs those who say they supply to a client** – This was an issue raised by Aaron and highlights the fact that suppliers could say they supply to a client in a given year when actually they don't. They would then skew the data results. On reflection this is a good challenge but is exactly the same process and ask in previous years. So, the problem existed in past .xls based reporting. Team to review options.

Led by:

Delivered by:

ceca

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- **Two report types (Full and Light)** – again there was much discussion about this. What we are proposing though is the same as previous years but collected by web upload rather than .xls sent manually. The consensus of the meeting was that this is a maturity issue and hopefully over time all businesses will do the full reporting.

IH highlighted that the next steps with this process will be to open up the survey in July 2021 and data crunching will happen through September 2021. This will help set a benchmark that we can use to compare against future data collection. The Diversity Tool will firstly go out to the client supplier list from TFL, Network Rail, Highways England and HS2. The group discussed the possibility to circulate this survey to the wider School membership but agreed that since it is the first year that data will be collected via the tool, it is worth trialling it with this smaller pool of individuals first before opening it wider. This will allow the group to monitor effectiveness and enable recommendations for next year.

3. Matters arising and corrections

Sara Gouveia (SG) talked through outstanding actions as per the action log on slide 6. It was agreed that actions 184, 195 and 198 will be closed off.

4. FIR Maturity Matrix

IH provided an update on progress relating to the FIR Maturity Matrix, confirming that all feedback collected from the group has been taken into consideration, along with previous meeting suggestions to engage with 'See Things' and 'Clear Assured.' IH confirmed that this helped bring together a concise plan and system for the maturity levels, as per the below:

1. Getting started
2. Pockets of good practice
3. Strategic
4. Embedded
5. Leader

Along with the 5 key topics:

- Commitment
- Employment
- Working practices
- Site Environment
- Supply Chain

The group discussed the wording and mentioned potentially changing 'Leader' to 'Influencer' or 'Influencing'. It was also mentioned that 'strategic' should be moved after 'embedded'. IH agreed to take this away and discuss with the subgroup to conclude. IH highlighted that he will circulate the drafted maturity matrix in a word format to collect any further thoughts from the group before the School proceeds with web enabling it. The aim is to get this live on the website by end of September 2021.

5. FIR programme activities

Outputs	Target to March 2021	Actual to March 2021	% Increase
Overall number of learners[1] *(classroom + e-learning + webinar)*	4,180	**7,610**	82%
Overall number of companies	1,700	**2,615**	54%
Overall number of companies that are SMEs[2] (60%)	1,020	**1,298**	27%
Number of FIR Ambassadors	450	**Active: 503** (to date)	11%
Marketing campaign - number unique visitors reached	15,000	**30,665** (to date)	104%

5.1 Progress against plan

SG outlined progress against target as per the above figures. SG mentioned that this reporting style will differ in future meetings due to a new CITB contract and reporting requirements. Please revisit the slides to get further insight on what data will be collected moving forwards.

SG was pleased to report that all intended outputs were achieved/exceeded as highlighted in green. It is particularly positive to see continual progress and a vast increase in overall number of learners, whilst the programme has shifted to virtual training.

5.2 Proposed training activities

SG updated the group on activities taking place through Q2. Please see all upcoming FIR training here and feel free to share this amongst your networks. SG highlighted some of the new sessions being delivered, such as, the 'know-how' of inclusive job descriptions webinar and the disability and neurodiversity workshop. Please share these sessions with anyone who you think would benefit.

6. AOB

Briony Wickenden mentioned that the next mini-conference will be focussed on "Building Back Fairer" and there was a call out for any potential speakers to be put forward. Further to this, the FIR programme is recording new video case studies so if the group have any ideas or would like to be involved, please also get in touch. Finally, we are always looking to expand our FIR trainer pool so if you're aware of anyone who may be a good fit, please do let Sara and Antoinette know.

Future FIR Meetings:

- 14th Sept 2021 from 10am – 12:30pm
- 25th Nov 2021 from 10am – 12:30pm

Led by:

Delivered by: