

Date: Tuesday 8th February 2022 - Location: Teams Call

Attendees:

Antoinette Irving (SCSS), Belinda Blake (National Highways), Briony Wickenden (CECA), Fiona Coventry (CITB), Ian Heptonstall (SCSS – Chair), Jenny Simpson (SCSS), Joanne Mercer (Vinci Construction), Kevin McLoughlin (K&M McLoughlin), Lucie Wright (CITB), Sara Gouveia (SCSS), Stephen Cole (CITB), Richard King (Osborne), Emer Murnaghan (Graham), Osita Madu (HS2)

Apologies:

Aaron Reid (Balfour Beatty), Dale Turner (Skanska), Emilia Harden (Network Rail), Paul Aldridge (WJ Group) and Jo Pottinger (BAM)

ACTIONS:

- ✓ **Action 217:** AI to put together a FIR Assessment marketing flyer to send to BW, including a quote from K&M McLoughlin.
- ✓ **Action 218:** SG to create a new [Jamboard](#) for topic & trainer suggestions, and circulate to the group.
- ✓ **Action 219:** SG to liaise with OM regarding HS2 Inclusive Recruitment course.
- ✓ **Action 220:** IH/SG/AI to organise sub-meeting with OM, BB, Emilia (Network Rail) plus TfL colleagues, regarding enhanced membership.
- ✓ **Action 221:** SC to send details of stakeholders to SG in order to share information of resources.
- ✓ **Action 222:** SG/JS to liaise with FC to put together an 'operative package'.
- ✓ **Action 223:** SG to set up Marketing meeting with BW, RK, BB, EM, CITB Comms team, to discuss industry newsletter and promoting to CLC.
- ✓ **Action 224:** Ian to redraft 'representation', 'selection' and 'substitution' sections of the ToR.
- ✓ **Action 225:** Antoinette to write job description for BW role, including what the FIR team should look like going forward.

1. Welcome & Introductions

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

2. Matters arising and corrections

Sara Gouveia (SG) updated the group on previous meeting actions, outlining closed and outstanding actions as per the action log circulated. Antoinette Irving (AI) to reach out to Stephen George, to discuss how to embed FIR within STEM Ambassador's training curriculum (AP176).

3. FIR programme activities

3.1 Progress Against Plan

IH took the group through the CLC Industry Skills Plan targets for 2025.

SG updated the group on contracted target and what we have achieved to date, by quarter. The FIR Programme has exceeded / met targets on the majority of the outputs so far, with most of the year still to go. SG also took the group through the Programme Delivery, looking at the training sessions each quarter.

Emer Murnaghan (EM) raised the point of changing the name of the FIR Assessment for marketing purposes, with Briony Wickenden (BW) adding that it could be to add a by-line about the assessment being a business development tool.

3.2 Proposed Training Activities

SG gave the group a run through of FIR topics that the group have suggested for webinars / workshops, showing which of the topics we have ran already, and which we are yet to run. SG explained that the FIR team take the approach of reviewing key awareness/diversity days to inform the topics when planning training. SG also asked the group to suggest FIR topics or trainers - please contribute to this [Jamboard](#) with any ideas. This will be an open suggestion box that will be reviewed on an ongoing basis when planning FIR activities so please contribute to help steer the direction of delivery.

BW suggested creating a FIR calendar with key awareness dates, to distribute to FIR Ambassadors, which can include events we are running that correspond with the key diversity days.

3.3 Other FIR Activities

Fiona Coventry (FC) gave the group an update on the annual FIR survey and asked the group for feedback on how to reach more operatives with the 'mini' survey version. FC suggested going to sites and using posters with QR codes, with EM adding that using a phrase such as 'making construction a better place for all' will help operatives feel respected and included.

Richard King (RK) proposed running Toolbox Talks onsite with the survey questions following on from that. BW mentioned using the FIR Induction Toolbox Talk to encourage people to take part. IH summarised this as an 'operative package', with a Toolbox Talk including processes and guidance, utilising resources we already have, and pushing this out through main contractors and the FIR Ambassador's network.

The group agreed that the 3rd party verification is a business development plan. IH and BW raised concerns with current processes and the group discussed options.

4. Business Planning

IH updated the group on the current Programme funding, as well as funded activities for 2022/23. IH confirmed additional funding from CITB Onsite Experience Hubs, and National Highways Inclusive Recruitment Package.

BW mentioned the possibility of creating an industry newsletter to promote the success of the FIR Programme.

5. Terms of Reference / Governance

IH shared the Terms of Reference, asking for suggestions on updating / reviewing the ToR. BB suggested updating how the selection currently occurs, as well as posing the question of tenure. EM proposed allowing other companies an opportunity to have a seat in the group. IH suggested putting together a skills matrix in order to recruit new group members, and to redraft the ToR ahead of the next meeting. IH discussed BW role, and how this role should be filled within the context of the FIR delivery team.

6. AOB

BW asked the group to suggest people who could replace her in her role. BW asked group for suggestions for a key-note speaker for the Inspiring Change Conference in July.

Future FIR Meetings:

- *10th May from 10:00 – 12:30*
- *9th August from 10:00 – 12:30*
- *8th November from 10:00 - 12:30*