

**Date: Tuesday 9<sup>th</sup> November 2022 - Location: Teams Call**

**Attendees:**

Aaron Reid (Morgan Sindall), Antoinette Irving (SCSS), Belinda Blake (National Highways), Briony Wickenden (CECA), Charlotte Baker (Colas), Christina Scant (Core Highways), Emma Shakespeare (Laing O'Rourke), Emer Murnaghan (Graham), Ian Heptonstall (SCSS – Chair), Jenny Simpson (SCSS), Osita Madu (HS2), Peter Ball (Fortel), Sara Gouveia (SCSS), Shelley Caton (Bam), Stephen Cole (CITB).

**Apologies:**

Lorna Brown-Owens (Network Rail), Paul Aldridge (WJ Group), Ripesh Patel (Network Rail), Stuart Coates (TfL).

**ACTIONS:**

- ✓ **Action 239:** FIR team to look into potential case studies regarding the FIR Growth Assessment.
- ✓ **Action 240:** AI to reach out to steering group to peer-review the new e-learning modules.
- ✓ **Action 241:** JS/SG to send marketing for Inclusive Recruitment course and recording of pilot session.
- ✓ **Action 242:** Steering group to consider taking up the Inclusive Recruitment workshop and let the FIR team know if interested.
- ✓ **Action 243:** Steering group members to volunteer for CITB bid subgroup.

**1. Welcome & Introductions**

Ian Heptonstall (IH) welcomed the group and started introductions.

**2. FIR Action Log**

Sara Gouveia (SG) took the group through the action log, updating on progress. FIR team are looking for case studies regarding the FIR Growth Assessment, Steering Group to get in touch if they have been through the process and would like to provide a case study.

**3. FIR Programme Activities**

**3.1 Progress against plan**

SG moved on to take the group through the contract targets and what has been achieved to date. We have exceeded our targets on unique companies trained; SMEs trained; unique individuals trained.

The new e-learning modules (Attraction; Selection; Inclusive Procurement) are almost ready to be peer-reviewed, Antoinette Irving (AI) to reach out to Steering Group when these are ready.

The FIR team still need to deliver three Inclusive Recruitment courses, which saw low uptake. Briony Wickenden (BW) offered this to Steering Group members to offer out to their organisations and proposed that it should be face to face.

Emer Murnaghan (EM) brought up that we need to get HR managers and hiring managers engaged in these courses.

Aaron Reid (AR) agreed that we hold these courses face to face, with BW to confirm how much it may cost.

### **3.2 Proposed training activities**

SG took the group through the upcoming training sessions that have been booked in.

Osita Madu (OS) would like to see more in-person sessions, in particular large events, such as the Playback event, with EM and Stephen Cole (SC) in agreement.

BW, EM and AR agreed that more in-person workshops would be welcome.

## **4. Programme for 2023 onwards**

IH moved on to discuss how to move the programme forward and what should be a key focus through FIR activities.

SG explained the potential reasons for such a large number of inactive FIR Ambassadors, being that many Ambassadors do not adhere to their commitments, such as completing the FIR Survey and therefore don't make it through the annual audit.

Peter Ball (PB) mentioned that it would be useful for the leadership teams in businesses with a cohort of FIR Ambassadors to understand how active their ambassadors are, so that they can make sure they are supporting them in their commitments. IH mentioned that currently, the FIR team don't have insight into who manages the FIR Ambassadors per organisation.

IH outlined the main strategic points to move the programme forward and asked the group to help shape this.

In terms of reaching more people on site, Christina Scant (CS) would like to see information relayed in many different formats, to help with appealing to people who have various preferences for learning.

IH then summarised the four strategic points for moving forward: expanding our sector coverage; reaching more people on site, making better use of the FIR Ambassador's network and increasing the scale of our delivery.

## **5. AOB**

IH would like two or three members of the group to join the subgroup for the CITB bid.

## **6. Future meetings**

- 8<sup>th</sup> February 2023
- 9<sup>th</sup> May 2023
- 9<sup>th</sup> August 2023
- 8<sup>th</sup> November 2023

*Please accept/reject the calendar invites.*