

Date: Tuesday 12th of March 2024 9:30 am – 11:30 am

Location: Virtual Teams meeting

Attendees:

Paul Aldridge (WJ Group), Belinda Blake (National Highways), Emer Murnaghan (Graham), Peter Ball, Stephen Cole (CITB), Christina Scant (Core Highways), Ella Anderson (Mace Group), Shelley Caton (Bam), Joe El Hamdou (TfL) – proxy for Samiya Hirji.

SCSS Staff: Cathryn Greville (CG) – Chair, Sara Gouveia (SG), Saira Khan (SK) and Berta Santos (BS).

Apologies:

Lorna Brown-Owens (Network Rail), Samiya Hirji (TfL), Ambrose Quashie (HS2), Pamela McInroy (HS2), Osita Madu (HS2), Sarina Mitchell (Network Rail), Ripeshe Patel (Network Rail).

ACTIONS:

- ✓ **Action 292:** FIR Team to share full usage report once Q4 figures are available.
- ✓ **Action 293:** FIR Team to share 2024 FIR Culture Impact Survey email templates and graphics assets. Steering Group members to share with their networks.
- ✓ **Action 294:** FIR Team to share the link to the recording of the FIR Ambassadors Conference with Steering Group members.
- ✓ **Action 295:** FIR Team to share a calendar placeholder for the 2024 Diversity Data Benchmarking Conference on 10 December 2024.
- ✓ **Action 296:** FIR Team to explore different options for the Inspiring Change Conference 2024 due to limited funding.
- ✓ **Action 297:** FIR Team to connect Peter Ball with the Diversity Tool team to discuss data collection from sole traders, as the current PAYE focus excludes a large part of the sector.
- ✓ **Action 298:** Task & Finish Groups to assist with webinar development – to be established after programme planning stage.
- ✓ **Action 299:** Any Steering Group member interested in learning more about their organisation's usage of FIR or hosting FIR (or other School topic) Training on their LMS, please advise the FIR Team who will introduce you to your partner manager in the School to run through this with you in detail.
- ✓ **Action 300:** FIR Team to add the Steering Group positions to the agenda for the next meeting, for discussion of skill gaps to fill and SME representation.
- ✓ **Action 301:** FIR Team to include introductions to the new Steering Group members to next meeting agenda.

1. Welcome & Introductions

Chair Cathryn Greville (CG) welcomed the group and updated the Steering Group on resignations and new additions. CG shared apologies from members who could not attend and then outlined the meeting agenda.

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2. FIR Action Log

The Action Log circulated with the agenda was taken as read.

Sara Gouveia (SG) shared an update on **Action 272** (Steering Group members to provide feedback to SG around what would be most useful to push FIR content out to networks) and asked members to provide suggestions on how to improve the distribution of FIR content.

SG also drew attention to **Action 288** (Steering Group to help share the FIR Programme's social media accounts with their networks) and asked members to keep sharing any relevant posts and information on the FIR Programme across social media platforms.

3. FIR Programme Update

SG confirmed that a full report of the usage of the FIR Programme during the financial year 23-24 will be shared with the Steering Group shortly, once Q4 figures are available.

Action 292: FIR Team to share full usage report once Q4 figures are available.

SG ran through the number of companies and individuals trained in the financial year 23-24 so far and shared that the FIR Programme has overachieved their targets by 326% (companies) and 363% (individuals).

SG shared that the 2024 FIR Culture Impact Survey was launched at the beginning of March and that the target for this year is to reach over 1,270 responses (total number of responses received in 2023). In 2023, there was a 22% increase in responses and 434 out of the current 1,000 FIR Ambassadors participated.

Berta Santos (BS) provided an overview of this year's survey progress. The total number of responses so far is 430, and over 150 FIR Ambassadors have already participated. However, further promotion and completion is key.

SG advised that the FIR Team is currently developing email templates and graphic assets to help promote with 2024 FIR Culture Impact Survey and that they will be shared with key stakeholders and multipliers before the end of the week.

Action 293: FIR Team to share 2024 FIR Culture Impact Survey email templates and graphic assets. Steering Group members to share with their networks.

All FIR conferences for the 23-24 financial year have now been completed. SG shared the number of registrations, attendance numbers and drop off rates for each conference. She also highlighted that every conference had been recorded and could now be watched through the school's website.

The FIR Ambassadors Conference, which took place on the 29th of February 2024, had 255 registrations and over 140 people in attendance. This aligns with the average drop off rate across the Supply Chain Sustainability School which sits at 50%.

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Action 294: FIR Team to share the link to the recording of the FIR Ambassadors Conference with Steering Group members.

The date for the 2024 Diversity Data Benchmarking Conference has been confirmed for the 10th of December and SG asked the Steering Group members to save the date.

Action 295: FIR Team to share a calendar placeholder for the 2024 Diversity Data Benchmarking Conference.

Due to funding limitations, the FIR team is still considering options for the 2024 Inspiring Change Conference, and CG asked the Steering Group members for their input. The main concerns from the Steering Group were around whether a virtual conference would drive enough engagement and interaction among attendees. The idea of splitting the Awards ceremony from the content itself was discussed. The FIR Team will take back this feedback and progress options.

Action 296: FIR Team to explore different options for the Inspiring Change Conference 2024 due to limited funding.

4. CITB Commission

CG advised that the FIR Programme had won CITB's EDI Commission which provides funding for the next two years with the possibility of an extension of up to another two years (ie 4 years in total). Appeal process finishes on 18th of March, when the awardee can become public.

The focus of this contract is different from our previous funding through CITB, with different deliverables and objectives. The new contract is focused on increasing the reach of the FIR Programme, with very high targets to meet to receive funding. There is also potential for extra funding if the FIR Programme meets stretch targets, depending on the number of individuals and companies trained. CG outlined some of the key terms of the commission, including the new SME inclusive recruitment module and associated flyer, case studies and testing requirements.

The detail of how this will work in operation is yet to be worked out in the contract itself, which we should receive from CITB shortly.

5. Business Planning 2024

The Steering Group participated in a Business Planning exercise for 2024, where they brainstormed ideas on how to contribute to the success of the Fairness, Inclusion & Respect Programme. The FIR Team will take away all feedback from this session which is very useful as we progress future planning for 2024-25 and beyond.

The Steering Group agreed that a focus on getting initiatives to site level is needed, along with focusing on raising cultural awareness and providing a better understanding of neurodiversity. It was agreed that resources should be interactive and visually appealing, as it will help the FIR Programme to be more engaging.

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The FIR Programme should also focus on collaborating with other school topics and introduce the school's members to FIR. This will be done by co-branding events and shout-outs in relevant school events.

Peter Ball inquired about how the annual Diversity Survey tracks ethnicity and gender pay gaps, as tracking through PAYE data does not include anyone that works as a contractor for companies.

Action 297: FIR Team to connect Peter Ball with the Diversity Tool team to discuss data collection from sole traders, as the current PAYE focus excludes a large part of the sector.

The FIR Team would like to broaden the FIR webinar offering to engage more people across the school. CG asked the Steering Group to assist the FIR Team in brainstorming ideas for new topics.

Action 298: Task & Finish Groups to assist with webinar development – to be established after programme planning stage.

CG shared that school partners have the option to host FIR training on their companies' learning management system (LMS). CG made a note to introduce any Steering Group members who wish to review their organisation's usage of the FIR Programme, or how to host training on their LMS, to their relevant partner manager in the School, noting that hosting e-learning modules and resources internally can also help the FIR Programme reach new people.

Action 299: Any Steering Group member interested in learning more about their organisation's usage of FIR or hosting FIR (or other School topic) Training on their LMS, please advise the FIR Team who will introduce you to your partner manager in the School to run through this with you in detail.

6. AOB

Due to recent resignations, the FIR Steering Group would like to recruit new members. CG explained the importance of analysing the skills and areas of expertise of current Steering Group members and recruit professionals that fill any gaps identified. This process should happen after the FIR Programme planning for 2024-25 is completed.

Action 300: FIR Team to add the Steering Group positions to the agenda for the next meeting, for discussion around skill gaps to fill and SME representation.

There have also been recent additions to the Steering Group, some of whom were unable to join this meeting, and several members agreed that it would be beneficial to do a round of introductions at the beginning of the next Steering Group meeting.

Action 301: FIR Team to include introductions to the new Steering Group members to next meeting agenda.

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7. Future Meetings

- 12th June 2024
- 11th September 2024
- 27th November 2024

Calendar invitations have been sent for the above dates. Steering Group members to please accept/reject the calendar invites to confirm attendance.

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