

## Notes – Friday 20<sup>th</sup> October 11am to 12noon – Teleconference Only

Dial-in:

Tel 0330 336 4657 (mobile) and/or 0844 4 73 22 00 (landline)

Participant PIN: 164536

### Present

1. Belinda Blake, Highways England
2. Kevin Bowsher, Network Rail
3. Gary Burt, GRAHAM Construction
4. Ian Heptonstall, SCSS (Chair)
5. Liz Holford, SCSS
6. Richard King, Osborne
7. Jo Mercer, VINCI Construction UK
8. Jo Pottinger, BAM Construct
9. Dale Turner, Skanska
10. Briony Wickenden, CECA

### Apologies

Aaron Reid, Balfour Beatty

#### 1. AOB

None.

#### 2. Contract with CITB:

Signed by CECA and appears to have been signed by CITB.

CITB might have sought further changes to milestones in an email, this morning. We do not see this as a risk, just an administrative hurdle. Contract start date is 1<sup>st</sup> November 2017.

Press release has been prepared by CECA / CITB and will be available for use by all the partners.

**AP 1: Ian to check milestones**

**AP 2: Briony to circulate press release**

#### 3. Contract mobilisation:

Building capacity of the team was an essential building block. Liz will continue to provide 1 day a week of time to the project and Ian's commitment will remain as before. To support them in the expansion we have recruited two new people who start on 30<sup>th</sup> October and 20<sup>th</sup> November.

- **Tolulope Oke** (Tolu) who is joining us as the FIR Training & Project Manager (Full time role). Tolu will be joining us on Monday 30<sup>th</sup> October. Tolu comes with a wealth of experience within diversity and inclusion and managing projects in this arena. She is full of ideas and has

a real passion for this area and I think she will take the FIR project from strength to strength. Tolu will be developed to also deliver the employer engagement workshops under Liz's leadership.

- **Sara Gouveia:** Events and Marketing Officer (50%). To undertake the same role as Vanessa used to do. Promoting and organising the training, keeping the web and social media up to date, managing the FIR database of members/users and providing support to the wider FIR team and Leadership Group.

AP 3: Some School communications with Partners, at least, to be done re Tolu joining the team. Need to be aware that CITB fund the project rather than the role.

#### 4. What we need to deliver in the first two quarters:

Building capacity of the team was an essential building block. Liz will continue to provide 1 day a week of time to the project and Ian's commitment

#### Period 1, 30<sup>th</sup> December 2017 (possibly amended to 30<sup>th</sup> January in email sent by CITB today)

1. 30 FIR Ambassadors recruited and trained
  - 1 x ambassador recruitment event. Currently being discussed with BAM Construct for Tues Nov 7<sup>th</sup> – but no venue confirmed, so might be too late to market
  - 1 x ambassador network training event
2. 6 x FIR employer training
  - 120 learners over 6 x 3 hour workshops
  - Courses are currently being discussed with: Heathrow Airport, Constructing Excellence North East, Sir Robert McAlpine (Broadgate Framework), BBMV/HS2 supply chain but None have yet been confirmed.
  - N.B. Barhales have requested a private (fee based) workshop – date tbc
3. Marketing campaign – 1,000 hits on the site
4. E-learning development – **outline** of inclusive leadership course and agreement on content, storyboard and to include gamification
5. 1 x Project Management quarterly report

AP 4: BAM Construct to schedule workshop and inform Liz of date. (Richard has a new Osborne FIR Ambassador who might attend)

AP 5: Dale to forward Carys's plc info – they would like to get involved. Also, attendee sheet from an ethics day, yesterday, at which Dale presented about FIR.

AP 6: Liz and Gary to liaise on a GRAHAM supply chain workshop.

AP 7: Jo M to speak with Aaron about progressing the BBMV workshop.

AP8: Liz and Briony to liaise about getting information together about workshops (free but need venue, cost implications, duration etc), toolkit etc that Briony can share with the federations.

AP 9: Briony to organise meeting with Dr Ian Dodds (NR & BAM recommendation/ intro) re inclusive leadership

AP 10: Ian to work with team to schedule FIR Ambassadors network training event – probably for early December – at which Ambassadors could be brought together for a photo opportunity (for PR etc)

AP 11: Tolu to be asked to routinely inform Briony of all new workshop and event dates as they are scheduled, so that they can be shared across CECA and with federations

AP 12: Liz to check names of VINCI FIR Ambassadors and let Jo know (possibly Lizzy and Diane only at the moment)

AP 13: In due course, profiles of FIR Ambassadors to be added to webpages

AP 14: Ian to co-ordinate pulling together of a marketing plan, to support Comms Plan and deliver the 1,000 hits. Kevin offers to circulate material around NR which could contribute significantly to that hit figure.

**Period 2, 31<sup>st</sup> March 2018 (possibly amended to 30th April in email sent by CITB today)**

1. 70 FIR Ambassadors recruited and trained
  - 2 x ambassador recruitment event
  - 2 x ambassador network training event
2. 10 x FIR employer training
  - 200 learners over 6 x 3 hour workshops
  - Course:
    - Is scheduled for Skanska, Maple Cross for March 15<sup>th</sup> 2018
    - has been suggested by CECA Wales BUT they want their members to design and deliver content based on their current activity.
3. Marketing campaign – 1,000 hits on the site
4. E-learning development – inclusive leadership course completed
5. E-learning and classroom course development – Train the Trainer course completed
6. 1 x annual survey
7. 1 x Project Management quarterly report

AP15: Steering Group all to be invited to be involved in developing Inclusive Leadership training (tactics for this tbc – working group or virtual feed-in).

AP16: Members of Steering Group to share any material – or outlines of (where there are IP issues) – Inclusive Leadership courses (or similar) that they deliver at moment. It's notes that Prof Gloria Moss – Uni of Bucks – is about to publish book on Inclusive Leadership.

## 5. The FIR Commitment

We only have 5 returned. We need more, last week we went out to the wider Supply Chain School membership of Partners and CECA will also be going out to their members.

We have a target date to do a **virtual launch of the commitment on Monday 4<sup>th</sup> December.**

We have set up a dedicated page to host the FIR Commitment [www.fairnessinclusionandrespect.org](http://www.fairnessinclusionandrespect.org)  
We have retained Jim McClland ([sustmediadotcom@mcclellandmedia.co.uk](mailto:sustmediadotcom@mcclellandmedia.co.uk)) who will co-ordinate the media. This will include approaches to relevant construction and civil engineering titles and where appropriate national press. Jim looks to use his contacts to place articles rather than just send out 100s of releases and seeing what sticks. Jim also has a sizeable and influential twitter following in the world of construction and the built environment.

We will be looking for your support for;

- Potential \ willingness to author blogs on the importance of the commitment and the drivers for FIR
- Quotes from selected partners to appear in the press articles
- Engagement with your own press teams – Jim will liaise but requires an introduction. He will provide;
- Template release
- Twitter templates for a co-ordinated twitter campaign

AP: Ian will look at creating video content – possibly including David Poole from HE, Mark Carne from NR (can include his speech from the Everyone session). We want a diversity of people on the video. Not just white male CEOs!

**AP 17 : Kevin will send over NR's commitment & Jo will also resolve BAM's. If people are sending commitments please could they also send logos?**

#### **6. Any other business**

Ethics day yesterday: inquisitive about what we are doing next. Need to think about what the need is.

Members/ funding model – need anything to do about that, now? Maybe target companies who want to join as Partners and part of FIR Steering Group.

#### **7. Date of Next meeting**

Mon 4th Dec; noon to 2pm – Action Sustainability's offices