

Date: Monday 4th December 2017, 12-2pm

Dial-in:

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

Participant PIN: 164536

Present – in person

Briony Wickenden, CECA

Belinda Blake, Highways England

Kevin Bowsher, Network Rail

Ian Heptonstall, SCSS (Chair)

Liz Holford, SCSS

Tolu Oke, SCSS

Sara Gouveia, SCSS

Present – on the phone

Aaron Reid, Balfour Beatty

Richard King, Osborne

Jo Mercer, VINCI Construction UK

Jo Pottinger, BAM Construct

Dale Turner, Skanska

Apologies

Gary Burt, GRAHAM Construction

Donna Griffiths, CITB

1. Matters arising from last meeting

The following actions from the last meeting are still outstanding.

- AP 4 from last meeting: BAM Construct to schedule workshop and inform Liz of date.
 - Action required to close the action - Jo P to provide another contact for the Tolu to work with to schedule in a date in the new year.
- AP8 from last meeting: 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.
 - Action required to close the action – Tolu / Liz to pick this up with Briony.

2. FIR Delivery

AP1: Tolu to include the number of learners at workshops in the month and the target versus what has been delivered on the FIR Delivery slide to make the slide clearer.

External conferences: Discussion held on how FIR is presented at external conferences and speaking engagements. It was agreed that Tolu / Liz will continue to ensure all engagements are a minimum of 1 hour, and it was clarified that this more about the learning contribution made as opposed to training delivery.

Marketing: The programme is exceeding its quarterly target and the FIR page have over 1100 new users who have visited the website since 1st October due to continual marketing and promotion of the Toolkit.

Workshops: the nature of FIR workshops was briefly discussed. Liz and Aaron discussed collaboration, Liz emphasised that we ought not to isolate SMEs.

AP2: The group is asked to email Tolu if they would like to host an Introduction to FIR workshop for their internal teams or supply chains.

AP3: The group is asked to email Tolu if they would like to support the growth of the Ambassador Network by recruiting Ambassadors.

AP4: Tolu to share with the group the introductory Ambassador FAQs that was shared with Morgan Sindall.

AP5: Tolu to develop an A4 marketing flyer on the FIR Programme that outlines our offer for all to use at conferences.

AP6: Sara / Tolu to explore Kevin Bowsher's suggestion of creating a promotional video for the Ambassador programme.

Accessing the FIR Toolkit: Discussion centred around how we capture details for the users of the toolkit. Briony Wickenden encouraged the use of an option to 'continue as guest', Joanna Pottinger reminded the group of the impending GDPR legislation and data protection, whilst Kevin Bowsher suggested an anonymised evaluation process. The group decided that we feel comfortable. Kevin Bowsher suggested that the FIR Programme create guidance for the industry on how to collect diversity data which was echoed by Aaron Reid.

AP7: Tolu to share a proposal with the group on what the data capture will look like for FIR Toolkit users including a timeline and cost.

AP8: Tolu to benchmark how we currently collect diversity data in the annual survey (and how we propose to collect data at training courses) against good practice in local authorities.

3. FIR Commitment

Update provide that 26 organisations have signed up and a press release will be going out. The date was pushed back from Tuesday 5th December to Monday 11th December. Briony Wickenden encouraged the group to think about the consistency of the language used to talk about the commitment across the industry (FIR Commitment or Better For All). The group agreed that it will continue to be called the FIR Commitment for brand alignment with the programme. Kevin Bowsher suggested proving commitment signatories with icons to use to visually show they have signed the Commitment, along with template documents for the group to use to discuss the commitment.

AP9: Joanna Pottinger to review the BAM logo being used on the website that is hosting the Commitments.

AP10: Tolu to share the press release with Briony and subject to changes feedback to Jim.

AP11: Tolu to share the twitter template that Jim will create for the group to send to their media teams to use to promote the Commitment and PR campaign.

AP 12: Liz to contact Mark Lomas at HS2 to investigate whether they would be happy to provide a signed FIR Commitment and a quote as a client.

AP 13: Tolu to pick up with Briony on how to link the specific Commitment website with the School's FIR website to avoid overlap and encourage a streamlined approach where we are not duplicating materials.

AP14: Tolu to go back to organisations that have signed the FIR Commitment to further engage with FIR via Toolkit use and workshops which is the pipeline for Ambassadors and beyond.

AP15: Belinda Blake to share the information for the upcoming CEO breakfast at Highways England to see how to bring together the leaders who have signed the Commitment.

AP16: Tolu to explore the FIR Commitment icon and templates for the group to talk about the FIR programme.

4. FIR Marketing

Marketing plans were outlined starting with the Comms for the FIR commitment. Tolu reported on progress against our target of 1,000 user this quarter and explained that this target has been surpassed

5. FIR Ambassadors

Tabled – for the next meeting.

6. Inclusive Leadership

Overview given on the briefing document and the scope to which the group fed back. It was agreed that the e-learning was not aimed at operative level, it was to be developed and targeted at all who have line management responsibility from senior managers to site managers. There was some debate as to whether the e-learning was targeted at site managers and supervisors. This needs to be clarified.

AP17: the group to feedback to Liz Holford by Monday 11th December 2017 with their comments on the briefing document and outline.

AP18: Liz to clarify who the exact audience is; managers verses supervisors, managing and leading others.

AP19: Liz to contextualise the Deloitte video and how it can be applied to the construction industry blue collar workers.

AP20: Ian Heptonstall and Briony Wickenden to progress the possibility of developing FIR short duration courses. The steering group will become the industry review group needed to satisfy the CITB criteria.

7. AOB

Inspiring Change 2018 Conference: this will still include Awards which will take place at lunch, and be targeted to managers and those with influence in their business. It will be a free event for 200 people and some themes include flexible working, mental health, autism, retirement age, and a case study of ESH.

AP21: Group to feedback to Briony Wickenden on suggestion for venue, speakers, how to incorporate young people within the industry, topics/themes to be discussed and sponsorship.

Expanding the group membership: Kevin Bowsher suggested that the group explores building a relationship with Mott McDonald to join the group due to their extensive diversity work and winning the excellence in diversity award two years running.

AP22: Briony Wickenden to have a conversation with them on FIR.

Maternity & Paternity review: Liz Holford updated the group on Caroline Johnson's review of maternity and paternity in the industry which was done in a private capacity from her day job at Galliford Try. 3 organisations from the group commented that they took part in this exercise in some capacity and agreed to the group seeing the finding at an even anonymised level.

AP23: Liz to engage Caroline to see if she wants to discuss this as part of the Inspiring Change conference; producing industry guidance on maternity and paternity; sending a completely anonymised 5-page report to the group.