

Date: Tuesday 3rd September 2019

Location: Action Sustainability offices, London

Attendees:

Aaron Reid (Balfour Beatty, dial in), Belinda Blake (Highways England), Briony Wickenden (CECA), Dale Turner (Skanska, dial in), Emer Murnaghan (Graham), Lorna Brown-Owen (Network Rail, dial in)

Ian Heptonstall (Action Sustainability – chair), Liz Holford (Action Sustainability), Veronica Mulenga (Action Sustainability), Sara Gouveia (Action Sustainability),

Apologies: Jo Mercer (VINCI), Jo Pottinger (BAM), Richard King (Osborne), Stephen Cole (CITB)

1. Review of minutes of last meeting

Ian Heptonstall (IH) welcomed the group and outlined the context for the meeting by running through the agenda. IH highlighted that the FIR group will go over the action log to condense the list and close off any action points that are no longer relevant.

- ✓ **Action 125:** FIR team to go through the action log and close off any actions that are no longer relevant.

2. FIR workshops: Q8 look back, Q9 look ahead

Liz Holford (LH) provided the group with an overview on the ‘progress against targets’ table and the RAG status (accompanying slide deck 5). LH reinforced that the FIR Programme is below on SME targets, which the FIR team are working to address. LH highlighted that the term ‘FIR Trainers’ needs to be redefined since the group has moved along significantly, the initial trainer recruitment process and the need for FIR train the trainer sessions has shifted. The FIR team will need to outline this shift to CITB.

LH mentioned that the FIR team have put a strategy in place to engage with Trade Federations as targets haven’t been met on this. Briony Wickenden (BW) highlighted that her engagement with the Federation of Master Builders will help to bridge the SME gap to some extent. IH pointed out that the FIR team has done well in meeting all round learner targets, delivery of workshops and exceeding FIR Ambassador targets.

LH and Veronica Mulenga (VM) informed the group on all upcoming workshops (accompanying slide deck 6 and 7), whilst highlighting that there is no budget to deliver ‘Becoming a FIR Ambassador’ workshops this financial year. Though, the FIR programme has been successful in offering and delivering commercial workshops on this front. BW raised the idea of FIR steering group members attending workshops to meet the FIR trainers to show support and review their delivery. The group were advised to put themselves forward if they’d like to do this in future. Emer Murnaghan (EM) offered to volunteer and VM will work with EM to organise this.

- ✓ **Action 126:** BW to outline and redefine ‘FIR Trainers’ to CITB and agree on new programme developments.

- ✓ **Action 127:** Group members to notify VM if they would like to volunteer, attend a FIR workshop and provide informal feedback to VM on the effectiveness of delivery and messaging of the external trainer
- ✓ **Action 128:** VM to work with EM and any other steering group members to facilitate their attendance to the FIR workshops.

3. FIR Ambassadors Network Update/Learner's journey

VM led on this part of the agenda, highlighting that the FIR ambassador survey went out to 450 ambassadors (anyone who was recruited prior to 2019).

Aims of the survey:

- To understand what FIR Ambassadors have achieved in the past year
- To hear what support they'd like to receive from the Programme next year - in the form of webinars and masterclasses
- Those who do not complete the survey will be removed from the FIR Ambassador list

Results of the survey will be used to:

- Shape a programme of FIR Ambassador engagement and support for the next twelve months and more
- Rationalise our list of FIR Ambassadors, so that we allocate resource to those who are actively promoting FIR

VM updated the group on the proposed FIR Ambassador learning journey in a bid to engage and develop the FIR Ambassador network further. Upon receiving the survey results, the FIR team will be categorising FIR Ambassadors into the different levels (accompanying slide deck 9).

VM went on to explain the proposed enhanced learning journey for FIR Ambassadors (accompany slide deck 10), which the team aspire to embed when the new School website is up and running (depending on website capabilities). The group were in approval of both stages and developments of the learning journeys. Dale Turner (DT) mentioned that he is very enthused with the survey feedback so far and wondered if it would be possible to look at the correlation between the FIR Ambassador survey results and annual FIR culture survey results. LH mentioned that it would be more meaningful to compare results with next year's 2020 culture survey results which the FIR team will action. IH read through Richard King's (RK) feedback where he highlighted his concern that we are not reaching sufficient numbers of people where the FIR issues for the work environment principally exist. RK went further to state that he would have been keen to see more project managers, site managers, assistant site manager, forepersons and supervisors.

RK also feedback that there were some excellent examples of what the FIR Ambassadors are doing in their roles which could be collated and distributed to the wider network in identifying how they can influence attitudes and behaviours around them.

The group had a brief discussion on the idea of nominating FIR Ambassadors to gold level upon categorising. BW suggested that there should be some 'fast tracking' mechanism to

Gold might be useful for people who have a long track record of promoting FIR. The group agreed that any suggestions will be fed back to the group by the next meeting. Aaron Reid (AR) pointed out that there should be some objectivity/process on nominating FIR Ambassadors gold status. IH read through RK's feedback that by heavily formalising the FIR Ambassador accreditation, we could lose those that are typically going about their daily work and subtly picking up issues and helping raise awareness around them.

- ✓ **Action 129:** The FIR team to reach out to those who responded 'poor' or 'very poor' on the survey and ask for their feedback
- ✓ **Action 130:** The group to feedback on any comments regarding the FIR Ambassador learning journeys **by Tuesday 24th September 2019**
- ✓ **Action 131:** The group to create a sub - group (if they feel it's necessary) before next meeting and create a set criterion for FIR Ambassadors to be fast tracked to gold FIR Ambassadors. The sub - group to feedback to the wider FIR steering group of the gold FIR Ambassador nominations by the next meeting.
- ✓ **Action 132:** FIR team to elaborate on the learning journey graphs, highlighting how FIR Ambassadors will maintain their levels. As suggested by EM, the FIR team to reach out to Gold FIR Ambassadors and get their feedback on the FIR Ambassador learning journeys
- ✓ **Action 133:** The FIR Ambassador survey report to be created and sent to FIR ambassadors, FIR steering group and CITB representatives

4. FIR webinars and masterclasses schedule

VM updated the group on the proposed dates, times and topics for future webinars and masterclasses, having considered the topics that were most favourable from the FIR Ambassador survey results and the FIR steering group. VM and LH mentioned that the webinars will be co-delivered with other partners, in order to generate a more engaging content. The group embraced the idea of running webinars that will be recorded, tailored to FIR ambassadors. The recorded webinars will then feed into the FIR marketing plan.

- ✓ **Action 134:** The group to provide feedback on slide 11, regarding topics and suggestions for presenters and trainers by **Tuesday 24th September 2019**
- ✓ **Action 135:** LH to define 'masterclass' in the way the FIR Programme aims to promote it.

5. FIR Steering Group membership

LH mentioned that the brief and process of application for new FIR steering group members has been outlined (document previously circulated). LH mentioned that the FIR team will issue the brief and application to Emma-Jane (who heads up the Homes group), FIR Ambassadors (SME's) and potentially Trade Federations. There will be a four-six-week window for nominations. The group agreed that people would need to commit to a minimum of 2 years in order to be considered.

- ✓ **Action 136:** The group will have an update on steering group membership in our first meeting back in 2020.

6. FIR Trade Federations Engagement

LH mentioned that introductions have been made with the following trade federations: Build UK, Home Builders Federation (HBF), Federation of Master Builders (FMB), Finishes & Interior Sector (FIS), Road Safety Markings Association and Scottish Building Federation. VM mentioned that she has reached out to Build UK, but they intend on developing their own STEM Ambassador programme.

BW explained the STEM programme and what Build UK will be delivering. LH asked whether it would be possible to link the two programmes together with intention of Build UK members to be given the opportunity to get involved in the FIR programme. BW stated that she would take the lead on this. DT suggested that it would be good to have a formal stakeholder engagement plan that will highlight the FIR programme needs against each stakeholder.

- ✓ **Action 137:** BW, DT, VM to arrange a joined-up call to formulate a stakeholder engagement plan
- ✓ **Action 138:** DT to send across stakeholder engagement plan template to the FIR team

7. Any other business

BW mentioned that she will be meeting with representatives from HBF, FMB, MEP, CITB and Build UK to discuss how they can get involved in the Inspiring Change conference going forward.

BW mentioned there is further funding from CITB to create a FIR Standard and requesting the FIR team to contribute to the development of this. An outline of the FIR programme and learning outcomes of the workshops to be presented for consideration.

- ✓ **Action 139:** BW to send across to the FIR team an example of previous outline standards created.
- ✓ **Action 140:** FIR team to send out a doodle poll to check everyone's availability for the meetings in 2020.

The next FIR steering group meeting will take place on **Tuesday 5th November, 10:00 – 12:00pm.**