

Date: Wednesday 12th February 2020

Location: Osborne, Disney Place, London

Attendees:

Briony Wickenden (CECA), Dale Turner (Skanska), Emer Murnaghan (Graham), Lorna Brown-Owen (Network Rail), Richard King (Osborne), Stephen Cole (CITB) Kevin McLoughlin (K&M McLoughlin), Paul Aldridge (WJ Group), Ian Heptonstall (Action Sustainability – chair), Veronica Mulenga (Action Sustainability), Sara Gouveia (Action Sustainability)

Apologies:

Aaron Reid (Balfour Beatty), Belinda Blake (Highways England) & Joanne Mercer (Vinci Construction) & Joanne Pottinger (BAM)

1. Welcome

Ian Heptonstall (IH) welcomed the group and outlined the context for the meeting. IH welcome the two new members of the steering group, Kevin McLoughlin from K&M McLoughlin and Paul Aldridge from WJ Group. They both introduced themselves.

K&M McLoughlin decorating is a SME, directly employing 150. They work directly for housing clients, much of it in the repair and maintenance sector for housing associations and local authorities.

WJ Group Ltd are the medium sized business, made up of 4 small regional businesses who together make are largest provider of Road Markings and High Friction Surfacing in the UK.

2. Progress against targets

Outputs	Target to date	Actual to date	Project target
Overall number of learners ¹ (classroom + e-learning + webinar)	2,680	3,172	5,000
Overall number of companies (classroom + e-learning + webinar)	1,200	1,211	2,000
Overall number of companies that are SMEs ¹ (60%)	720	521	1,200
Number of FIR Ambassadors	325	633	500
Marketing campaign - number unique visitors reached	9,000	20,816	18,000

Note 1- these figures do not include participants and SME details for e-learning and web resources

IH provided an update on the targets to date, as listed above. He mentioned that the FIR targets are on track minus the SME gap which is getting smaller and is at a better place, in comparison to the last meeting.

- Emer Murnaghan (EM) asked how the SME target was set at the start of the Programme and IH highlighted that targets were set based on historical data within the context that CITB wanted the Programme to focus on reaching SMEs.
- Paul Aldridge (PA) mentioned that it would be beneficial for each member of the steering group to host a workshop and nudge their supply chain (SMEs) to attend in a bid to close the shortfall in the SME target.
- Kevin Mcloughlin (KM) reiterated that FIR should be treated in the same regard as health and safety and non-negotiable.
- Stephen Cole (SC) agreed that clients have a massive role to play in getting SMEs to attend FIR training.
- EM mentioned that clients should mandate FIR through tendering processes. Briony Wickenden (BW) mentioned that most of the infrastructure sector has this in place but perhaps not adequately monitored.
- IH asked the group whether there was an interest to charge Partners for FIR accreditation and whether FIR and the Be FaIR Framework could provide a means of monitoring and/or a standard. The group agreed that we needed to look at the question of quality marks for FIR actions by employers. BW mentioned that Belinda Blake (BB) is currently or in the process of reviewing HE's approach to this and that it would be beneficial for her to present at the next steering group meeting their findings of this review.
- KM mentioned that "walk in audits" have been trialled and tested and have worked for them as a form of embedding change
- SC questioned whether we could track everyone who accesses the FIR resources. IH mentioned that the group agreed that all FIR resources would be ungated and free at the point of access. Therefore, we don't have full visibility on who is accessing the resources.
- IH summarised that in the new business plan we have allocated more sessions to run Introduction to FIR workshops (as the number of SME's companies are largely seen within these workshops- 50%) and for members of the group to pull together to host these workshops for their supply chains.

Actions:

- ✓ **Action 150:** BB to share and present the different EDI performance monitoring frameworks at the next steering group meeting
- ✓ **Action 151:** BW and SC to do a mapping exercise on EDI standards and monitoring
- ✓ **Action 152:** FIR team identify how many Ambassadors are from SMEs. FIR team will update the group once FIR Ambassadors have been assigned on the web platform
- ✓ **Action 153:** KM to introduce the FIR team to the Federation of Master Builders (FMB)
- ✓ **Action 154:** SC to work with VM on the Mental Health webinar
- ✓ **Action 155:** PA to share with the group the 'Be Fair Builder' link and any further information
- ✓ **Action 156:** the group to consider how we monitor performance as a way to influence culture change within the industry and what solutions we should provide to SMEs. To be discussed at the next steering group meeting

3. Inspiring Change Update

- BW provided the group with an update on the speakers for the Inspiring Change Conference. Inspiring Change Conference will take place Wednesday 13th May 2020.

- BW asked the group to help get entries for the Inspiring Change Awards (Deadline Friday 27th March 2020) and will need support on the day from FIR team.

4. FIR Programme extension

BW updated the group on the FIR programme extension.

- CITB secured £20 million to create the Construction Skills Fund by the Department of Education.
- 26 “onsite” construction hubs across England have been supported with the aim of increasing the number of people trained in construction, tackling the skills shortage and helping to build the homes and infrastructure England needs.
- The aim is to stimulate the number of new apprentices entering the industry from hard to reach and diverse groups.
- CECA have won £330,000 funding to:
 - ✓ build additional training provision into the FIR programme and to deliver this in conjunction with selected Construction Hubs.
 - ✓ provide different types of training intervention to managers and leaders working with the employers associated with these hubs.
- More details of the construction hubs can be found [here](#).

Activity	Unit 2020	Who?
FIR workshops: to include Inclusive Leadership, Inclusive Recruitment and Setting up an Inclusive Site, Mentoring	30	School
Mini conferences: or round tables on topics such as Flexible Working, Invisible Disabilities, Mentoring, BAME, LGBT, Returner Programmes, how to establish employee networks, developing strategies to attract the next generation.	8	CECA
Inclusive recruitment: using live drama in 12 locations hosted by major clients	12	CECA
Development of training courses: from existing e-learning tools including peer review: <ul style="list-style-type: none"> • Inclusive Leadership • Mentoring new entrants • Setting up an inclusive site 	3	CECA
Development of e-learning: <ul style="list-style-type: none"> • understanding race and cultures • understanding invisible disabilities • managing difficult conversations 	3	School
Video case studies: such as Flexible working, School engagement, Returner programmes, mentoring for use in the e-learning, face to face programmes and round tables, including industry engagement and content review.	6	CECA
Industry Engagement and Marketing		CECA
Project Management and Administration		CECA

The extension programme needs to be delivered by March 2021. All funding for this programme has been outlined in the deck. IH mentioned that it would be useful to get SMEs ingrained through this programme as it will help to bridge overall SME target. BW agreed that this will be considered throughout execution.

Branding: BW asked the group for their thoughts on the logos that should be included in all relevant FIR material. The group agreed that the most important logo would be to embed the FIR Programme logo, though it would be best to ensure it is hyperlinked so that anyone can revert to the website. It was agreed that the CECA and School logos should be on leaflets, but secondary.

Actions:

- ✓ **Action 157:** KM to provide details of 'Hearts of the city' to the group
- ✓ **Action 158:** BW requested that the group send her any contacts that they know of that are engaging with schools
- ✓ **Action 159:** VM to develop marketing templates for approval by Briony and then role out across the programme as required.

5. FIR Business Planning 2020/21

IH went through the proposed business plan for 2020/2021 and outlined the funding breakdown as per the slide deck.

IH highlighted that the key priorities for 2020/21:

- Delivery of Construction Skills Hubs contract extension
- Increase SME engagement
- Increase engagement of FIR Ambassadors
- Measuring the real impact of FIR
- Sustainability of the FIR Programme

IH highlighted the key deliverables for 2020/21:

Activity	Unit 2020	Who?
Introduction to FIR workshops	18	School
Becoming a FIR Ambassador workshops	4	School
FIR specialist courses & masterclasses	10	School
FIR Ambassador webinars	16	School
Updating e-learning	2	School
Conference and awards	1	CECA

SC mentioned that he has kept FIR in the conversation at CITB for future funding. SC is aiming to get an independent evaluator to evaluate the programme.

IH highlighted that the programme needs to find a means of sustaining long-term funding, as well as looking at the short-term funding gap via additional workshops and trainer commission. BW mentioned that there may be room to move some of the FIR extension programme's budget on to the FIR budget to help bridge this gap.

The group agreed that any income from commercially funded workshops should count towards our targets and the programmes match funding requirement.

The group agreed the FIR business plan and key deliverables for 2020/21.

AOB:

- BW invited the group to attend the FIR Content Development session on Monday 16th March 10 -3pm, London
- BW suggested that the group should potentially look at marketing "Introduction to FIR workshops" as "The Business case for FIR"
- Group mentioned that the programme could trial doing earlier workshops, which means people can get away earlier
- SC mentioned that they have done a soft launch on [Future Made- Career in Construction](#) campaign and also highlighted [G4C Constructing Excellence](#)

Actions:

- ✓ **Action 160:** VM to add figures and income from the two commercial workshops into the FIR programme report in the next quarter.
- ✓ **Action 161:** SC to share any further details of the Future Made campaign with the group
- ✓ **Action 162:** BW to consider if extra funding is available to help towards the projected shortfall for this year.