

**Date: Tuesday 14<sup>th</sup> September 2021 - Location: Teams Call**

**Attendees:**

Antoinette Irving (SCSS), Belinda Blake (Highways England), Briony Wickenden (CECA – chair), Dale Turner (Skanska), Emer Murnaghan (Graham), Fiona Coventry (CITB), Ian Heptonstall (SCSS), Jenny Simpson (SCSS), Joanne Mercer (Vinci Construction), Jo Pottinger (BAM), Kevin McLoughlin (K&M McLoughlin), Lorna Brown-Owen (Network Rail), Mark Lomas (HS2), Paul Aldridge (WJ Group), Richard King (Osborne)

**Apologies:**

Aaron Reid (Balfour Beatty), Lucie Wright (CITB), Sara Gouveia (SCSS), Stephen Cole (CITB)

**ACTIONS:**

- ✓ **Action 203:** FIR team to look at recording one of the Masterclasses to test how this would work.
- ✓ **Action 204:** SG to highlight within event schedule update emails which activities need an additional push
- ✓ **Action 205:** IH to speak to assessors to understand the jump in cost
- ✓ **Action 206:** KM to update IH on NOCN
- ✓ **Action 207:** BB, BW and JM to come up with criteria of experience to become an assessor
- ✓ **Action 208:** AI to research how many people have gone through the FIR programme at what level
- ✓ **Action 209:** IH and BW to change 'staff survey' to 'employee survey' on the maturity matrix

## 1. Welcome & Introductions

Ian Heptonstall (IH) welcomed the group and set the scene for the meeting, outlining the agenda items.

## 2. Matters arising and corrections

Antoinette went through the Action Log.

- **AP 175:** Steering Group to circulate upcoming FIR training as sent by Sara Gouveia (SG).
- **AP 176:** Stephen George will be picking up on this Action Point.
- **AP 196:** Fiona Coventry (FC) to pick up with Lucie Wright (LW) to send out CITB surveys. LW has updated SG with stats, which have been included in slide decks.

## 3. FIR programme activities

### 3.1 Progress Against Plan

AI has informed the group we are hitting our targets, however highlighted that the numbers will begin to stagger as less 'unique' people will attend the sessions.

### **3.2 Proposed Activities for Q3**

AI went through each training activity to highlight where we are in comparison to our targets:

- Business Case for FIR – exceeding targets
- Becoming a FIR Ambassador – exceeding targets
- FIR Masterclasses – slightly under target
- FIR Webinars – exceeding targets
- Inclusive Recruitment – we will be reducing the targets on this, as we aren't getting the expected turn out due to frequency of these sessions. FIR team to look at how to better market these going forward.
- Inspiring Change Conference – expecting around 200 individuals to attend.
- Half Day Conferences – see section 6.
- Ambassador Networking Workshops – trying to encourage a network with the Ambassadors. LinkedIn is being used to try to engage the group – steering group to help support this.
- Updated E-Learning Script – Jenny Simpson (JS) sent to volunteers to add comments.

Dale Turner (DT) requested the FIR team to highlight which training sessions need a push for more numbers. SG to include this in the events schedule email going forward.

## **4. FIR Maturity Assessment**

### **4.1 General Matrix Update**

IH provided an update on progress relating to the FIR Maturity Matrix. Companies are able to assess themselves and give themselves a roadmap of what good practice looks like. The FIR team are ensuring all resources are up to date and we will be ready to have this web-enabled for a launch in October. Five pilot assessments are happening with SMEs in October. The group discussed whether we should go forward with the brand of "FIR" or "BeFaIR" maturity matrix. Group happy to move forward with FIR reference.

Kevin Mcloughlin (KM) raised an issue with the word 'maturity' indicating 'expert', which may be intimidating. Belinda Blake (BB) introduced changing 'maturity matrix' to 'growth assessment'. IH concluded that FIR Assessment will be used going forward.

### **4.2 Assessor Commercial Model**

We need to ensure that each assessor is consistent in their approach, no matter which organisation they come from, as well as charge the same amount. Companies can choose to self-assess with no accreditation, or they can pay to have a third-party accreditation. EM pointed out the large jump in cost between 249 and 250 employees. IH to go back to assessors to find out reasoning for this.

The group are happy for SeeThings and CHAS to be initial license assessment providers, however there should be an application process added to the web page for new organisations to come on board who wish to become an assessor. This should be communicated clearly. KM to clarify on NOCN being the quality assurance body as above.

Briony Wickenden (BW) highlighted point of who should be able to become an assessor and raised concern of FIR Ambassadors not being qualified enough to assess this. BB agrees that companies need to be assured that the assessor has the experience, skill, and knowledge to back this up. BB, BW and Jo Mercer (JM) to come up with criteria of experience for this.

### 5. ISO 30415: 2021

We did not discuss this section due to limited time remaining.

### 6. Gathering Perspectives on the Ground

Fiona Coventry (FC) talked us through the stats from the slide deck. EM, DT and PA agree that we should use an existing framework to collect responses for the sample FIR survey. FC is open to incorporating within an existing vehicle. IH wants to ensure we reach operative level. JM raised issue of employees using their personal smart phones for work, with concerns that in her experience people don't want to do this. BW thinks we should use a mix of QR codes and paper surveys.

FC talked through the proposed questions from the survey. KM thinks for site-level employees, the list of questions in 'Attitude Statements' is too much of an ask, and we may find it hard to get people to participate in this. KM proposed asking these questions in person. Richard King (RK) thinks five simple questions will be enough for us to make sense of the results, as well as to ensure a high uptake. IH and BW agreed. EM suggested explaining to people why we are doing this, to enable a more successful uptake.

IH suggested a smaller sub-group to look at how to incorporate this. We need to decipher how operatives feel about our industry. AI to research how many people have gone through the FIR programme at what level. FC to take this feedback away and look at the proposed sample questions. IH and BW to change 'staff survey' to 'employee survey' on the matrix.

### 7. Conferences Update

BW talked us through the two upcoming conferences: Build Back Fairer (virtual) and Inspiring Change (in person). Steering Group to help with marketing of these events.

### 8. AOB

Steering Group to send over any points or agenda items two weeks before next meeting.

#### **Future FIR Meetings:**

- 25<sup>th</sup> Nov 2021 from 10am – 12:30pm