

Date: Thursday 25th November 2021 - Location: Teams Call

Attendees:

Antoinette Irving (SCSS), Belinda Blake (National Highways), Briony Wickenden (CECA – chair), Fiona Coventry (CITB), Ian Heptonstall (SCSS), Jenny Simpson (SCSS), Joanne Mercer (Vinci Construction), Jo Pottinger (BAM), Kevin Mcloughlin (K&M McLoughlin), Lucie Wright (CITB), Sara Gouveia (SCSS), Stephen Cole (CITB), Hollie Cregan (Graham)

Apologies:

Aaron Reid (Balfour Beatty), Dale Turner (Skanska), Emer Murnaghan (Graham), Lorna Brown-Owen (Network Rail), Mark Lomas (HS2), Paul Aldridge (WJ Group), Richard King (Osborne)

ACTIONS:

- ✓ **Action 210:** FIR Steering group to review the proposal shared by Fiona - "Gathering perspectives from operatives on the ground" and feedback to her on thoughts
- ✓ **Action 211:** FIR team to review governance for the group and develop terms of reference
- ✓ **Action 212:** SC to put us in touch with 'Generation for Change' in line with the team looking for younger representatives to sit on the steering group
- ✓ **Action 213:** FIR Team to put together a flyer to help FIR Ambassadors identify themselves across sites/projects and offices
- ✓ **Action 214:** SG to share impact report with Fiona
- ✓ **Action 215:** Steering group to contribute to the business planning activities available via this [JamBoard](#).
- ✓ **Action 216:** Steering group to feed into the gaps found in FIR resources via this [JamBoard](#).

1. Welcome & Introductions

Ian Heptonstall (IH) welcomed the group and set the scene for the meeting, outlining the agenda items. Hollie Cregan (HC) introduced herself and mentioned she is attending the meeting in Emer's place.

2. Matters arising and corrections

Sara Gouveia (SG) updated the group on actions, outlining closed and outstanding actions as per the action log circulated. Fiona Coventry (FC) asked SG to add an action to the log requesting the FIR Steering group to review the proposal circulated on 3rd November, which identifies how we can gather perspectives from operatives. There are five attitude statement questions to review. The group to feedback at the next meeting.

3. FIR programme activities

3.1 Progress Against Plan

SG updated the group that the programme is on track to hit all projected targets and

pointed out that we have exceeded targets against unique companies trained, unique companies trained that are SMEs and unique individuals trained. SG and Jenny Simpson (JS) gave an overview of social media usage, including engagement statistics and follower count. Overall, we're ramping up activity on social platforms and SG requested that the steering group puts us in touch with direct comms leads to support on this. JS described that we have increased engagement on the closed FIR Ambassador's LinkedIn page but requested that Steering Group members join and contribute to the group and further socials:

- [Twitter](#)
- [FIR Ambassador's LinkedIn Group](#)
- [FIR LinkedIn Page](#)

IH took the group through a demo of the new FIR Assessment. Stephen Cole (SC) to speak to CITB regarding marketing of this.

3.2 Proposed Training Activities

SG gave the group a run through of training activities coming up through January – March and highlighted any new sessions that are running. SG highlighted that February is LGBTQ+ history month, so we've lined up "[Creating an LGBTQ+ Inclusive Workplace](#)" Masterclass to align with this. Jo Pottinger (JP) shared a link to a [Suicide Awareness video](#) that BAM produced, which the FIR team can incorporate into the Suicide Prevention in Construction webinar in February 2022.

Kevin Mcloughlin (KM) and HC gave their views on the FIR programme, commenting that they think it's making a positive impact on the industry and the range of training available is excellent. Belinda Blake (BB) commented that she thinks the wide variety of topics enables people to decide what's relevant to them, and to ensure they are suitable we should look at attendance figures. Briony Wickenden (BW) commented that we need to have a balance because of the time it takes to develop something new, but the FIR team should look for new trainers to help alleviate any issues.

4. Business Planning

BW posed to the group whether the FIR steering group should consider creating a terms of reference and whether we need to review the constitution of the group as it's been a while since the group looked at this. BB agreed that this would be a good approach, an opportunity to think about roles and expectations of steering group representatives across the sector. KM mentioned it would be ideal to have a 3-4 year term as part of the terms of reference. KM also said that it would be great to get have representation across the board, for instance micro companies, small, medium, and large organisations. The group agreed with this, as well as making sure the group is made up of representatives across different sectors. SC mentioned that the constitution of the group should also capture a wider range of ages and highlighted that he could put us in touch with 'Generation for Change' who may help in identifying younger people within the industry.

IH took us through the topic priorities of the leadership groups, with FIR coming 5th out of 7. IH then took us through the Impact Survey results to date. The group used Mentimeter to demonstrate their opinions on various topics. Please find results attached. KM commented

that he feels there is more value in virtual training and IH mentioned that the drop-out rate for face-to-face and virtual training is roughly the same. IH and BW discussed that the key message for FIR should be reached as wide as possible across sites, whilst updating the group that we will be creating some posters that we can share with FIR Ambassadors so they're able to identify themselves across sites/offices and projects. JP brought up the point of using QR codes as part of this, which the group agreed it would be a great idea.

Steering group were asked to contribute to the business planning activities available on [JamBoard](#). This will give the team sight of the training topics that should be prioritised in the new financial year, along with raising concerns for the programme that need to be addressed.

5. Conference Update

BW addressed the agenda and invited everyone to attend.

6. AOB

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

Future FIR Meetings:

- *8th Feb from 10:00 – 12:30*
- *10th May from 10:00 – 12:30*
- *9th August from 10:00 – 12:30*
- *8th November from 10:00 - 12:30*