

**Date: Tuesday 10<sup>th</sup> May 2022 - Location: Teams Call**

**Attendees:**

Aaron Reid (Balfour Beatty), Antoinette Irving (SCSS), Belinda Blake (National Highways), Briony Wickenden (CECA), Dale Turner (Skanska), Jenny Simpson (SCSS), Joanne Mercer (Vinci Construction), Kevin McLoughlin (K&M McLoughlin), Lorna Brown-Owens (Network Rail), Sara Gouveia (SCSS), Stephen Cole (CITB), Smera Hussain (CITB), Richard King (Osborne)

**Apologies:**

Emer Murnaghan (Graham), Emilia Harden (Network Rail), Fiona Coventry (CITB), Ian Heptonstall (SCSS – Chair), Jo Pottinger (BAM), Kevin McLoughlin (McLoughlin Decorating), Lucie Wright (CITB), Paul Aldridge (WJ Group), Osita Madu (HS2)

**ACTIONS:**

- ✓ **Action 226:** FIR Team to follow up with Belinda Blake and Lorna Brown-Owens regarding Growth Assessment webinars.
- ✓ **Action 227:** FIR Team to share Growth Assessment flyer with Briony Wickenden.
- ✓ **Action 228:** FIR Team to look into developing a video advert for the Growth Assessment.
- ✓ **Action 229:** FIR Team to look into performance metrics of website.
- ✓ **Action 230:** FIR Team to look into holding Inclusive Design and Supply Chain Diversity webinars.
- ✓ **Action 231:** AI/IH to look at ToR.

**1. Welcome & Introductions**

Antoinette Irving (AI) welcomed the group and set the scene for the meeting, outlining the agenda items.

**2. Matters arising and corrections**

Sara Gouveia (SG) updated the group on previous meeting actions, outlining closed and outstanding actions as per the action log circulated.

**3. FIR programme activities**

**3.1 Progress Against Plan**

SG took the group through the Programme's progress against targets, looking at March 2021 – April 2022, with the FIR Programme having exceeded / met targets on the majority of the outputs.

Belinda Blake (BB) mentioned the possibility of running a Lunch 'n' Learn to introduce the topic of the FIR Growth Assessment, in order to embed this in National Highways' supply chain. In addition, it would be useful to have speakers from organisations that have been through the 3<sup>rd</sup> Party Accreditation process to talk about their experience in a number of webinars. Lorna Brown-Owens (LBO) would be interested in running a similar webinar to the Network Rail training department as a first instance.

AI gave an update on where we are with development of new e-Learning modules. Briony Wickenden (BW) gave an update on video case studies, and asked the group for any potential sites to film in, preferably near Oxford.

BW brought up the possibility of a video advert to help push the message of the Growth Assessment.

SG gave an update on the webpages using Google Analytics. The FIR topic is the second most visited topic across the site, after Sustainability. Stephen Cole (SC) asked if we could introduce other metrics, such as how long people are spending on the webpage, in order to give a better understanding of the website's performance. SC also mentioned introducing a survey, for example 'did you find what you were looking for today', or perhaps looking at where people are coming from.

### **3.2 Proposed Training Activities**

SG gave the group a run through of FIR training sessions that we are running throughout May and June. The FIR Team do still look at the [Jamboard](#) for suggested topics, so please do continue to contribute to this with any ideas.

### **3.3 Other FIR Activities**

SG discussed the FIR Survey 2022. The survey ran from February – April, receiving 1,074 responses. FIR Team will focus on the report, and will dive into this in more detail in the next meeting.

## **4. Terms of Reference**

AI introduced updating the Terms of Reference as there are a couple of members of the group who are stepping down (Dale Turner and Jo Pottinger). The following points were brought up for discussion, to be considered by the team:

- 1) Having a fixed term to help bring fresh ideas in.
  - 1.1 The team should be made up with energy and passion, so flexibility is needed.
  - 1.2 Introduce a 're-election' system if we put a fixed term in place, so that we don't lose active members who are enthusiastic.
- 2) We should be reviewing the skillset when someone leaves the group – knowledge of X, etc. Ian Heptonstall (IH) has a skillset matrix that is used on the Board Group.
- 3) Voting on who should be able to join the group.
- 4) Criteria on attending a certain number of meetings per year – the group needs to respect that this is in addition to people's everyday roles, however fundamentally we can't operate without an active steering group and therefore do need some commitment.
- 5) Next Generation group.
- 6) Ring fencing someone who has recently joined the industry to discuss their experience.
- 7) Review on a case-by-case basis, as there may be more important issues than attending the meetings.

The group should send any comments or feedback to the FIR Team who will review this.

## 5. Inspiring Change Conference Update

BW gave an update on the Inspiring Change Conference, and requested the steering group to share awards entry urgently (applications close Friday 13th May).

Aaron Reid (AR) to liaise with BW regarding a speaker for the conference, including costs.

## 6. Embedding FIR into CITB - Standards

SC gave an introduction into embedding FIR into CITB.

Smera Hussain (SH) outlined the objectives of the Standards Team, stating that they develop Short Duration Training Standards with industry experts. They also maintain and develop the National Occupational Standards, and the frameworks and qualification structures, whilst also holding and managing National Occupational Standards working groups in order to engage with their knowledge and implement this into the Standards.

SH also discussed the Occupational Traineeships, which is a skills development training programme. FIR has been embedded into these Occupational Traineeships Standards, in order to reach out to the young students who are going through the traineeships.

FIR has also been developed into the Short Duration Training Standards via the *Business Case for Fairness, Inclusion and Respect* course, including a refresher Standard which can be claimed against multiple times. In order to be quality assured by CITB, companies will need to provide evidence that they have completed this Standard.

Steering Group to get in touch with SH with any comments or feedback on the Standards.

BW believes that FIR should be embedded into every CITB Standard, and that a refresh every two years would be appropriate. SH to action.

## 7. Supply Chain Sustainability School 10<sup>th</sup> Anniversary Summit

AI highlighted that the Steering Group is invited to celebrate the School's 10 year Anniversary, to register please [click here](#).

## 8. AOB

AR discussed increasing participation and engagement, with positive acknowledgment from DT and SC. BW brought up the possibility of 'Inclusive Procurement' / 'Inclusive Design' courses. AR suggested holding webinars to gauge interest, for example Atkins/Mott Macdonald/WSP speaking on 'Inclusive Design', and then something on 'Supply Chain Diversity'.

Group to get in touch with BW for any potential speakers from organisations that have successfully set up an inclusive site.

## 9. Next Meetings

- 9<sup>th</sup> August 10:00 - 12:30

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## FIR Steering Group Notes and Actions



- 8<sup>th</sup> November 10:00 - 12:30

Led by:



Delivered by:

