

Date: Wednesday 11th of September 2024 9:00 am – 10:30 am

Location: Virtual Teams meeting

Attendees:

Belinda Blake (National Highways), Christina Scant (Core Highways), Ella Anderson (Mace Group), Peter Ball (VGC Group), Nabeelah Uddin (TfL), Shelley Caton (BAM), Sarina Mitchell (Network Rail)

SCSS Staff: Cathryn Greville (CG) – Chair, Sara Gouveia (SG), Saira Khan (SK).

Apologies:

Paul Aldridge (WJ Group), Emer Murnaghan (Graham), Stephen Cole (CITB), Rebecca Young (HS2) – replacing Pamela McInroy (HS2), Lorna Brown-Owens (Network Rail)

Resignations:

Samiya Hajiri (TfL)

Ripesh Patel (Network Rail) – Sarina Mitchell is now Network Rail's representative.

ACTIONS:

- ✓ **Action 314:** CG to provide feedback to Diversity Tool team regarding automated messages used for 2024 campaign, so improvement opportunities can be explored by the team.
- ✓ **Action 315:** Applicant Skills matrix to be reviewed and updated to ensure it is accessible and reflects the full breadth of experience that would add value to the Steering Group.
- ✓ **Action 316:** Steering Group skillset to be assessed through group Skills Matrix. CG to share matrix with group and members to complete and email back to FIR Team.
- ✓ **Action 317:** Personality/psychometric testing for Steering Group to be circulated for additional input into the make-up of the group. [16 Personalities Free Personality Test](#). Steering Group members to complete the test and email back to FIR Team who will develop a spreadsheet showing different personalities across the group.
- ✓ **Action 318:** Job titles of Steering Group members to be updated in FIR records.
 - Ella Anderson is now Assistant Construction Manager.
 - Nabeelah Uddin is now Responsible Procurement Manager.
 - Peter Ball: Director – Legal, Governance & Compliance.
 - Sarina Mitchell, Commercial & Procurement Strategy Manager.

1. Welcome

Chair Cathryn Greville (CG) welcomed the group and updated the Steering Group on resignations and new additions. CG shared apologies from members who could not attend and then outlined the meeting agenda.

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2. Introductions (around the room)

Each Steering Group member had the chance to introduce themselves briefly around the room.

3. FIR Action Log

The Action Log circulated with the agenda was taken as read. The FIR Team will pick up with the relevant members to close remaining items out.

CG noted that Action 313 Terms of Reference for Steering Group would be discussed later in the meeting.

4. FIR Programme Update

Sara Gouveia (SG) provided an update on the progress of the FIR Programme against CITB deliverables.

SG noted there had been a great start to the new EDI Commission, speaking to the current quarterly reporting numbers, and comparison to month-on-month stats. The challenge will be keeping up the momentum of unique companies, as only new companies will be claimable. SG also noted the need to increase SME companies to ensure the programme meets the overall 70% SME or micro businesses requirement in the contract. At the moment, SME engagement in terms of overall numbers is sitting just under 65%.

SG ran through upcoming events and reminded the Steering Group to circulate and encourage attendance, particularly supporting the Programme to meet stretch target goals in attendance.

SG also provided an overview of the School Summit held on Thursday 5 September, noting that Saira Khan (SK) attended as the dedicated FIR Team representative to discuss the FIR Programme with attendees and raise awareness of what is on offer.

The group discussed the upcoming Inspiring Change Awards on 22 October, and the opportunity for Steering Group members to meet in person before the events starts at 11am.

Saira Khan (SK) provided an update on the 2024 Inspiring Change Awards and Nominations, speaking about the status of the award nominations and closing date of Friday 13 September, and the Awards Ceremony to be held in person on Tuesday 22 October in Birmingham. She encouraged Steering group members to attend and promote within their networks.

SK then provided an overview of the new SME Community Hub, recently launched as a new microsite. This is the result of variation of an original CITB Contract for training that we were unable to deliver as CITB didn't reach the anticipated number of attendees from within their community hubs themselves. The Community Hub is a simple, accessible way to engage SMEs in the content of the FIR Programme, in particular starting with 5 brief 'fact sheets' on FIR topics and

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leading into associated learning pathways on those topics, as great starting points for SMEs on their FIR learning journey.

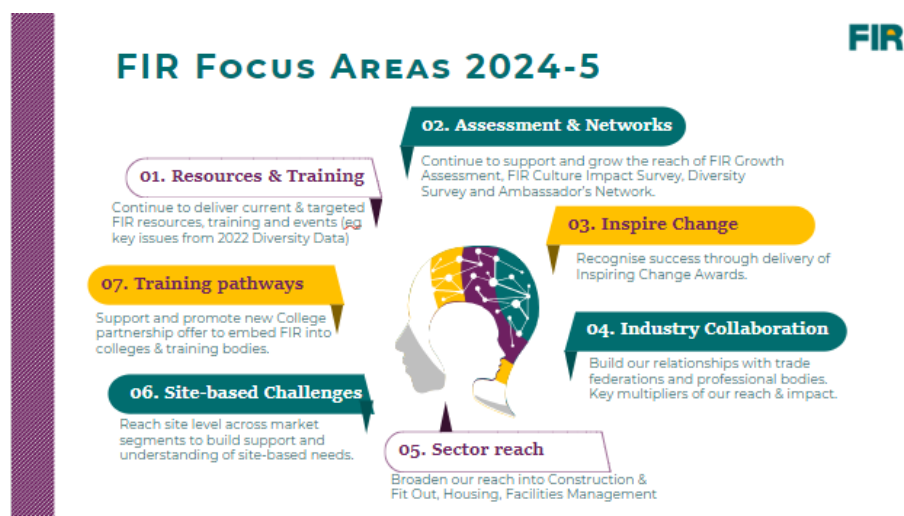
CG reminded Steering Group members that the Diversity Survey was now live, and to support its success by sending out comms from their teams. Steering Group members provided feedback that the automated emails used by the Diversity Tool team this year have created issues, and CG took the feedback to provide to the team for further discussion and investigation in how to improve next year.

Action 314: CG to provide feedback to Diversity Tool team regarding automated messages used for 2024 campaign, so improvement opportunities can be explored by the team.

The group noted the slide 'Benefits of Signing up to the Tool' which summarises benefits of using the Diversity Tool (paid offering) to assist members to speak about it in their own business or supply chain.

2024-25 FIR Focus Areas

CG noted the 2024-25 FIR Focus Areas as previously discussed with the Steering Group, and spoke to the updated focus areas one-pager. From the 2023-24 priorities, the focus areas remain the same but have been updated for 2024-25.



Items 1, 2, 5 and 6 remain priorities. Item 4 – Industry Collaboration now focuses on both formal or informal collaboration opportunities, aimed to increase reach and impact of the programme. Item 3 – Inspiring Change remains a priority, albeit funded separately from the EDI Commission. The IC Awards will continue to be split out from the previous conference model. Item 7 – Training Pathways is already underway, updated to link with the new College/Training body partnership offering through the School.

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5. SG Skills Matrix & Recruitment

The group discussed the recruitment process for new Steering Group members, including the Terms of Reference and Skills Matrix circulated with the agenda.

CG drew the group's attention to the need to ensure business representation, representative of the whole of the sector and different business types and sizes, for whom FIR issues can present very differently. CG also noted the existing interest, and list of people who await the process opening to submit an EOI for a position.

The group then discussed Action 300 – Recruitment for the Steering Group.

The current Terms of Reference need to be updated, and the track changes were discussed as suggested edits.

The Steering Group can be made up of a minimum of 7 up to a maximum of 16 members, with no more than one representative per organisation at meetings. At least one member must be a supply chain specialist.

With recent resignations, there are current 13 members, so there are up to 3 places available to recruit (internal FIR Team chair does not count as a member in numbers). The group agreed to appoint 3 members in the recruitment round.

Feedback was sought from the most recently appointed members on their experiences and potential improvement opportunities = Ella, Christina, Peter and Shelley were the appointees from the previous recruitment round. Feedback was also sought from the broader group on the process and current representation and skill gaps.

Feedback obtained included the following key points:

- Appointees obtained a very good understanding of the role through the process last time.
- Gap in trade association representation – potential to target industry associations for one of the seats available.
- EDI Managers can help promote and put forward potential candidates.
- Skills matrix should be reflective of roles required – Some items in the skills matrix may be difficult for people who come from different backgrounds (eg early career, tradespersons, those who are not EDI experts or have primarily onsite experience) to answer.
- Ideally a mix of on-site representation and offsite roles.
- Opportunity to target particular industry sectors, eg Homes, to help support increase in the reach of the FIR Programme.
- Consider other backgrounds, eg HR and Legal, as additions to the skillsets around the table.
- Representation should include: large, medium and SME representation, Industry Collaboration parties (Trade and professional bodies), training pathways representatives (learning providers), site-based roles, both FIR and non-FIR specialists, different market

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segments, Those with different perspectives. Drive and commitment to FIR is essential (rather than experience in EDI necessarily).

- Ultimately looking for a balanced, experienced group that can add different perspectives and help support growth of the programme.
- Can bring in additional perspectives through guest speakers.

Agreed Recruitment process

After discussing the process used last time and reflecting on the feedback, the group agreed to the following process:

1. All existing Steering Group members to input their skills into a matrix to analyse what skillsets are missing and inform the recruitment process. This will help determine how to advertise the roles.
2. Group to settle Brief, Application Form and Skills Matrix for applicants to complete as part of submitting their EOI.
3. Group to decide Steering Group members to form the selection panel to conduct interview. Ideally, 3 panel members including new Head of FIR to be involved in this process.
4. Invite EOIs with a set closing date.
5. Group to share communication regarding EOI process and encourage nominees from a broad range of applicants across the sector.
6. Applications close.
7. Steering Group to shortlist the applications.
8. Selection panel to conduct interviews and provide a summary of candidates to the full Steering Group for discussion of mix of skillsets and representation.
9. Steering Group to make final decision and share decision with applicants.
10. FIR Programme communication to go out announcing new Steering Group members.

Action 315: Skills matrix to be reviewed and updated to ensure it is accessible and reflects the full breadth of experience that would add value to the Steering Group.

Action 316: Steering Group skillset to be assessed through group Skills Matrix. CG to share matrix with group and members to complete and email back to FIR Team.

Action 317: Personality/psychometric testing for Steering Group to be circulated for additional input into the make-up of the group. [16 Personalities Free Personality Test](#). Steering Group members to complete the test and email back to FIR Team who will develop a spreadsheet showing different personalities across the group.

Action 318: Job titles of Steering Group members to be updated in FIR records.

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- Peter Ball: Director – Legal, Governance & Compliance.
- Sarina Mitchell, Commercial & Procurement Strategy Manager.

Action 319: Applicant Skills matrix to be reviewed and updated to ensure it is accessible and reflects the full breadth of experience that would add value to the Steering Group.

6. AOB

CG emphasized the importance of feedback from current and past members to refine the recruitment process further and welcomed input from the group directly to her.

7. Next Meeting

- 27th November 2024

Calendar invitations have been sent for the above dates. Steering Group members to please accept/reject the calendar invites to confirm attendance.

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