

HBF DIVERSITY AND INCLUSION GROUP MEETING

Tuesday 28th January 2020

HBF House, 27 Broadwall, London SE1 9PL

Action	Activity	Responsible	Date Due
AP1	HBF to provide Briony, CECA, with email addresses of those in attendance so that invitations to the Inspiring Change Conference and Awards can be shared.	ER	Complete
AP2	Members to contact Briony with best practice examples relating to agile working, BAME, Disability, Returner Programmes, Mentoring and Employee Networks that could be used in video case studies	Members	Ongoing
AP3	HBF to produce a draft framework based around the topic areas of diversity and inclusion meetings and share with members to indicate where they might be able to share information/case studies	JH/ER	March

Attendees

Becky Nicholls	Barratt Developments
Victoria Potter	Cavanna Homes
Briony Wickenden	CECA (Presenter)
Jane Cookson	Crest Nicholson
Joanne Williams	Ibstock Brick
Jan Gale (Chair)	L&Q
Julie Jackson	Miller Homes (on the phone)
Helen Muckley	Redrow
Veronica Mulenga	Supply Chain Sustainability School (Presenter)
Amna Khan	Taylor Wimpey (on the phone)
Jenny Herdman	HBSP
Emma Ramell	HBF (minutes)

Apologies

Danica McLean	Bovis
Heidi Khoshtaghaza	Bellway
Simon Scougall	Bellway
Vicky Beckwith	Bovis Homes
Rachel Dillon	CALA
Mike Hughes	McCarthy and Stone
Moir Kinniburgh	Miller Homes
Zoe Mills	NHBC
Richard Latham	Persimmon Homes
Anita Ward	WYG

1) Welcome and introductions

Introductions were made around the table and on the phone. The meeting was led by the Diversity and Inclusion Group's Chair, Jan Gale (JG).

2) Review of minutes/actions from previous meeting (11 July 2019)

The minutes were shared with the attendees for review prior to the meeting. No comments were made.

Actions from the previous meeting were completed, however members were asked to continue sending through examples of FIR/EDI best practice within their organisations that have led to demonstrable, positive change, directly to the [SCSS](#).

3) The FIR Programme: New initiatives – Briony Wickenden, CECA

Please find the slides attached

Briony Wickenden from Ceca outlined a number of workshops that will be held as part of the FIR Programme:

- Introduction to Fairness Inclusion and Respect
- FIR Ambassador Programme
- Inclusive Leadership
- Inclusive Recruitment
- Disability
- Measuring and Monitoring

A leaflet containing further information will be shared with group.

Webinars have also been introduced on: Speaking Out, Procurement and Employee Networks. These are typically an hour long and run in the middle of the day.

Members are welcome to put forward suggestions for future webinar topics.

The 2020 Inspiring Change Conference and Awards will take place on 13th May. Further information about the Conference is available [here](#) and on the Awards [here](#). Speakers are expected to include the Construction Minister and Women's Business Council.

AP1. HBF to provide Briony with email addresses of those in attendance so that invitations to the Inspiring Change Conference and Awards can be shared.

As part of their additional funding, a training programme on developing inclusive recruitment is being developed. They are also producing three new e-learning tools on: Race and culture, disability and difficult conversations. Subject matter experts are being sought for these.

AP2. Members to contact Briony with best practice examples relating to agile working, BAME, Disability, Returner Programmes, Mentoring and Employee Networks that could be used in video case studies

4) People Matter Charter

Please find the slides attached

The People Matter Charter was launched by the Supply Chain Sustainability School on 21st January and outlines eight commitments across: Equality, diversity and inclusion, workforce culture, due diligence, labour exploitation, skills and training, Living Wage, labour legal requirements and payments.

Three actions are asked of those who have signed up to the Charter:

- To embed the requirements of the Charter within your own organisation

- To require your key supply chain partners to embed the requirements in their organisation and sign up to the Charter
- To provide a case study within 12 months of becoming a signatory

Next steps include looking at how to bring the Charter and FIR Commitment together.

5) Diversity and inclusion impact statement

HBF is keen to understand the extent to which members have implemented diversity and inclusion policies within their businesses and the business impacts that have been generated as a result.

AP3. HBF to produce a draft framework based around the topic areas of diversity and inclusion meetings and share with members to indicate where they might be able to share information/case studies.

This item will form the basis of the discussion at the next meeting.

6) Driving the diversity and inclusion agenda internally – Becky Nicholls, Barratt Developments

Please find the slides attached

A Diversity and Inclusion Taskforce has been developed. It includes the CEO and meets 2-3 times per year.

Starting point for all conversations is the business case.

All staff undertake a mandatory e-learning diversity and inclusion module.

Face to face sessions are held for middle managers and above.

Due to time constraints, the group discussion will take place during the course of the next meeting and will tie in with the discussion around the framework.

7) Absence Management and Family Friendly Survey – Victoria Potter, Cavanna Homes

Cavanna Homes are in the process of reviewing their attendance, timekeeping and family friendly policies and are keen to gain a better understanding of what others in the industry are doing in this area.

They have created an anonymous survey for HR professionals in the industry and have asked if members of the Diversity and Inclusion Group could take a few minutes of their time to complete it: <https://www.surveymonkey.co.uk/r/AttandFF>

Once all of the information is collated, it will be summarised and **shared in a report** with those that completed the form.

Following discussion at the meeting, Victoria Potter has amended the survey so that questions can be skipped if companies are unable to answer them. Further information can be found below:

Thanks for your time at the meeting and the feedback on the survey. I have checked it on survey monkey and all the questions are set as optional – if for any reason it is requesting an answer this is a glitch, so please put 'n/a'.

There was also some feedback that some of the questions would be commercially sensitive, please feel free to skip any or put 'unable to share' for anything that you are uncomfortable with completing.

Some of the questions, particularly around the family friendly benefits, I feel will really support our aim to influence change across the industry, so thanks in advance if you are able to take the time to complete.

If anyone has any problems or feedback, please feel free to email me direct at vpotter@cavannahomes.co.uk

Thanks,

Vicky

8) AOB

Jan Gale's (JH) last meeting as Chair of the Group will be in April. Members suggested that each person could take on the responsibility of chairing a meeting going forward on a topic of their choice and speciality.

9) Date and theme of next meeting

Revised dates for the Group's remaining meetings in 2020 will be circulated in due course due to the existing planned dates taking place during or close to school holidays.

JG suggested it would be helpful for a future meeting to focus on procurement and the supply chain.