



Employer Engagement Project Group Meeting
 Thursday 4th February 2010
 11:00am – 12:30pm
 Room 2.29 Caxton House

Attendees	
Sandra Kerr (Chair)	Race for Opportunity
Sunita Singal	JCP Partnerships Division
Jenni Martin (Minutes)	DWP
Jennifer Miller	One and All Foundation
Sukhvinder Singh	Equality and Human Rights Commission
Heather Butler (guest)	People Development Team - Inclusion
Angela Peacock (guest)	People Development Team - Inclusion
Apologies	
Salma Shah	Beyond

Item 1: Welcome and Introductions

- Sandra welcomed members and guests Heather Butler and Angela Peacock Chair of People Development Team Inclusion. All present introduced themselves.

Item 2: Minutes and Actions from previous meeting

- The minutes from the meeting on 20 January 2010 were agreed and the status of the action points was as follows:

Action Points	
Action	Person Responsible and Progress
AP 1: Members of the Project Group to formulate detailed guidance for the toolkit once EMETF approval is gained	All Pending
AP 2: Ensure tests developed in consultation with Ernst & Young, don't just cover ethnicity.	Cleared 4/2/2010
AP3: Presentation of 'Changing Workforce Culture – Tackling Discrimination in Recruitment' Paper to Task Force	Sandra Kerr (Chair) Cleared 3/2/2010
AP 4: Feedback from Task Force presentation to	Sandra Kerr

the Group	Cleared 3/2/2010
AP 5: Sunita to feedback to Jobcentre Plus Employer Engagement Group Directors, set up a meeting with them/gain endorsement and engage with them on the approach	Sunita Singal Cleared
AP 7: talk to IIP and CIPD about the work the project group is doing	Sandra Kerr Pendng
AP8: Access the Harvard Intrinsic bias tool to see if this covered all aspects of Diversity.	Cleared

Item 3: Task Force Presentation 3 February 2010– update and feedback from Sandra Kerr

- Sandra presented the ‘Changing Workforce Culture – Tackling Discrimination in Recruitment’ paper to the Task Force. Recommendations were accepted, with Minister Jim Knight (Task Force Chair) making a verbal commitment to testing the online tool.

Item 4: Jobcentre Plus Employer Engagement of Directors

- Sunita met with the Jobcentre Plus Employer Engagement Group Directors, to advise and provide details to Employer Engagement Division on the availability of products. The general approach has been endorsed by the group. The Employer Engagement Division have made a commitment to trial out the diversity products “5 points for progress” with their National employer portfolio of more than 200 National Employers. Senior Account Managers already have dialogues within their strategic review process to ask employers questions based on their recruitment strategy and how they attract, recruit and retain talent. The EED Diversity Champions network group have produced five diversity related questions which are asked of employers to benchmark where they are in terms attracting and recruiting a diverse workforce. The “5 points for progress” developed by the Employment Project Group including the non-bias testing product will further re-enforce our commitment to work with employers to progress diversity and equality within the work place.

Item 5: Feedback on Harvard and other Intrinsic Bias Tests

- All present had looked at the Harvard Intrinsic bias tool and there was a general discussion around defining from the outset what we want from the tool. Angela Peacock and Heather Butler explained about their work with developing unconscious bias tests. They offered to send a link for members to look at their test, and support by giving advice on the technical aspects of creating the tool. The more in-depth and comprehensive and layered the feedback, the more it would cost.
- There was a discussion and agreement that when developing the tool, context and narrative should include the business case for recruiting a

diverse workforce and narrowing the ethnic minority employment gap. We acknowledged that smaller employers/businesses may find the 'getting to know the workforce' more appealing than the monitoring aspect although this is also vital.

- The consensus was that this needs to be a positive journey for any size of organisation, and that costs would be kept to a minimum, yet ensuring the quality tool needed. There should be something that leadership can use to inspire their organisations after they have had time for personal reflection. This should be generally accessible and positioned on a website that employers can find easily. The website will need to have the capacity to take a large number of people accessing it at one time. There was also discussion about having a launch event to initially raise awareness.

Item 6: Next steps for the Employer Engagement Project Group

There was general agreement that the next steps were to work to a project plan that includes mapping resources, budget, and timelines.

Item 7: Date of next meeting 4 March 2010.

Item 8: No other Business.

Action Points	
Action	Person Responsible and Progress
AP 1: Members of the Project Group to formulate detailed guidance for the toolkit once EMETF approval is gained	All Pending
AP 2: Put together what we would want the key components to the tool to look like	All
AP 3: Heather Butler to send a link so attendees can look at their tool as a comparison to other Unconscious Bias tools	Heather Butler People Development Team - Inclusion
AP 4: talk to IIP and CIPD about the work the project group is doing	Sandra Kerr
AP5: Draft specification on what should be included	Jenni Martin in consultation with DWP and other web/technical specialists
AP6: Draft project/action plan	Jenni Martin In consultation with project group members.