



Employer Engagement Project Group Meeting
 Thursday 4th March 2010
 12:30 am – 2.00pm
 Room 3.30, Caxton House, Tothill Street, London, SW1H 9NA

Attendees	
Sandra Kerr (Chair)	Race for Opportunity
Sunita Singal	JCP Partnerships Division
Jenni Martin (Minutes)	DWP
Salma Shah	Beyond
Sukhvinder Singh	Equality and Human Rights Commission
Collette Cork-Hurst	UNITE
Pamela Chambers	DWP
Apologies	
Jennifer Miller	One and All Foundation

Item 1: Welcome and Introductions

- Sandra welcomed members and all present introduced themselves. Pamela Chambers explained that she was new to the Ethnic Minority Employment Team and was welcomed as an observer.

Item 2: Minutes and Actions from previous meeting

- The minutes from the meeting on 4 February 2010 were agreed and the status of the action points was as follows:

Action Points	
Action	Person Responsible/ 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	Cleared
AP 3: Heather Butler to send a link so attendees can look at their tool as a comparison to other Unconscious Bias tools	Cleared
AP 4: talk to IIP and CIPD about the work the project group is doing, once we are ready to pilot/launch the tool	Sandra Kerr
AP5: Draft specification on what should be included	Cleared
AP6: Draft project/action plan	Cleared

Item 3: Discuss Key components of the tool

- There was a discussion around what the tool would be called and that this could be a deciding factor as to who would use it. There was general agreement 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.
- All present commented on the Business Link free online tool that had been launched by the Department for Business, Innovation and Skills to help employers in small and medium-sized enterprises (SMEs) to manage their employment law obligations. The tool, 'Which boss are you?' follows a study that found there are many different ways SME employers manage their obligations. The general consensus was that this was succinct and very similar to what we have envisaged for the Unconscious Bias tool we are developing for employers. We agreed that it was important to work with BIS to ensure synergy and maximum impact of the tool.

Item 4: Feedback on Implicitly Test

- Project group members had not accessed the test and asked for the link to be sent again. All agreed that they would give feedback as soon as they had accessed the test and would send comments and feedback useful for the technicians who would be helping to develop this.

Item 5: Project plan and launch

- A template for the project plan was discussed. We agreed that a project plan would be useful and that actions, timelines and areas of lead responsibility should be clear. There was also discussion about having a launch event to initially raise awareness. There was general agreement that the next steps were to work to and update a project plan that includes mapping resources, budget, and timelines. It was agreed that set up costs and running costs would be included in the budget. Any statistical information would need to be constantly updated, and we would need to engage with small, medium and large employers when piloting the tool.

Item 6: Date of next meeting 15 April 2010.

Action Points	
Action	Person Responsible and Progress
AP 1: Members of the Project Group to formulate detailed guidance for the toolkit working with People and Development Team	All Pending
AP 2: Put together what we would want the key	All

components to the tool to look like and suggestions for what it should be called by email to Jenni Martin	
AP 3: Jenni to ask Heather Butler to resend link so attendees can look at the tool and give feedback and comments before next meeting	Heather Butler All to send comments/feedback by 22 March 2010
AP 4: talk to IIP and CIPD about the work the project group is doing	Sandra Kerr
AP 5: Sukhvinder to approach 10 SMEs to consider taking part in the piloting of the tool. Sunita to approach 10 large employers through Jobcentre Plus Employer Engagement Division.	Sukhvinder Singh EHRC Sunita Singal Jobcentre Plus
AP6: Draft specification on what should be included	All to contribute and send to Jenni before 15 April 2010
AP7: Update project/action plan	Jenni Martin In consultation with project group members.