



Employer Engagement Project Group Meeting
 Thursday 10th December 2009,
 9:30am – 10:30pm
 Room 6.09 Caxton House

Attendees	
Sandra Kerr (Chair)	Race for Opportunity
Sukhvinder Singh	EHRC
Jennifer Miller	One and All Foundation
Sunita Singal	JCP
Salma Shah	Beyond
Hayley Johnson (Minutes)	DWP-LMID-EMET
Jenni Martin	DWP-LMID-EMET
Apologies	
Christine Wright	DWP-LMID-EMET
Darren Woolfenden	DWP-LMID-EMET

Item 1: Welcome and Introductions

- Sandra welcomed members and acknowledged that the meeting would be cut short due to a late start.

Item 2: Minutes and Actions from previous meeting

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

Action Points		
Action	Person Responsible	Status
AP1: Redraft Task Force paper	Hayley Johnson and Jenni Martin	Completed. Sandra is happy with the paper which does not now need to go to the PR company. Hayley has circulated to project group members.
AP2: Take revised paper to PR agency	Sandra Kerr	Closed.
AP3: Find a smaller employer to invite to Task Force	Jennifer Miller	Pending – Jennifer raised the issue of inviting a smaller employer who

		doesn't have much experience of Intrinsic Bias Tests and whether we/they would benefit at all from meeting the group. Sandra suggested we could explore whether there were any SME's who had used the LDA's Gold Standard tool as they may have good case studies. She also mentioned that the Home Office or Met Police already use bias testing.
AP 4: Members of the Project Group to formulate detailed guidance for the toolkit once EMETF approval is gained	Project Group Members	Pending
AP5: Circulate a link to the work initiatives website	Sandra Kerr	Complete
AP6: All to suggest new name for the paper to reflect making a change rather than narrowing the gap.	Project Group Members & DWP	Complete
AP 7: Ensure Ernst & Young develop a broad battery of tests as in the US version.	Sandra Kerr	Pending
AP8: Find out if gender and race was gathered as part of the CV Testing Research	Christine Wright	Complete – both gender and race were assessed during the research.

Item 3: Progress made on the design of the Online Bias Tool in conjunction with Ernst & Young

- Sandra gave a re-cap of the workshop Ernst & Young organised to demonstrate their in-house Bias Test and which Hayley and Jenni also attended. She stressed that there was a lot of interest after the

workshop in what was being developed that other employers could adopt.

- Jenni is to go and visit Ernst & Young on 15th December for a more in depth look at the test and all its stages – she will feedback to the group.
- Sandra is also meeting with Ernst & Young the same week to discuss what they can offer in terms of resources to help the project group design a test and also financial contributions to help fund it. Sandra mentioned that during the workshop they had stated the test cost around £15000 to design and she thought that the group could pull this money together if we utilised various sources rather than one main funding stream.
- Sukhvinder suggested bringing public sector and private sector colleagues together to design a test that would apply to both sectors rather than designing separate ones. Salma mentioned a company that she is working with who design Bias Tests – she thought that they had designed the one the Home Office were using. Sandra said that she was meeting with the head of Diversity from the Home Office next week and would report back to the group.
- Sandra also stressed that the main aim of the test the group will design should be around raising awareness rather than an actual scoring system to avoid complications for employers (i.e. employers feeling that they would then have to react to the data gathered from the tests). The test needs to be light touch and interesting, with maximum exposure throughout organisations, and employers should also be advised that the test is one of many tools that can be used in changing cultures within organisations and improving diversity and equality of the work force.
- It was also suggested that the Five Points for Progress should advise employers to incorporate discussions around the results of the test in one to ones/appraisals and expand to focus groups.

Item 4: 5 Points for Progress – review and agreement on going forward

- The group only had a couple of minutes to discuss this item, but the main point that arose was from Sandra, who asked that all members of the project group think of three websites for each of the five headings within the Five Points document.

Item 5: Discussion of other Intrinsic Bias Tests – Home Office and the Met Police

- Refer to Item 3 where this was discussed

Item 6: Task Force – update on date of next meeting

- At the time of the meeting no date had been set, but the day after we received notification that we now have a possible date of 3rd February, 3pm – 4:30 pm.

Item 7: AOB

- Sandra mentioned that ICoCo are conducting research in to how cohesion in the work place can help community cohesion. She agreed to talk to IIP and CIPD about the work the project group is doing around the bias test.
- Jennifer highlighted the importance of communicating the work to employers who do not usually engage with government, for example Trade Associations.
- There was also a general discussion around discrimination in the field of recruitment and how this may contribute to the employment gap for Ethnic Minorities.
- The next meeting of the project group to be held late January/early February.

Action Points	
Action	Person Responsible
AP 1: All to email suggestions of website to direct employers to that can be included in Five Points document	All
AP 2: Members of the Project Group to formulate detailed guidance for the toolkit once EMETF approval is gained	All
AP 3: Ensure Ernst & Young develop tests that don't just cover ethnicity, as in the US version	Sandra Kerr
AP 4: Jenni to feedback to the group following her meeting with Ernst & Young on 15 th December	Jenni Martin
AP 5: Sandra to feed back on meetings with Ernst & Young re resources and funding, and Home Office re design of their Bias Test	Sandra Kerr
AP 6: to include recommendation that the results of the Bias Test be discussed in appraisals/focus groups to be incorporated in Five Points document	Jenni Martin
AP 7: talk to IIP and CIPD about the work the project group is doing	Sandra Kerr
AP 8 LDA Gold Standard online tool - Explore if there are any small businesses already working on unconscious bias and if it's possible to get case studies and advise I and advise Arun Batra of this.	Jenni Martin