



Employer Engagement Project Group Meeting  
 Wednesday 20<sup>th</sup> January 2010  
 10:15am – 11:30pm  
 Room 3.30 Caxton House

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

Item 1: Welcome and Introductions

- Sandra welcomed members and acknowledged apologies for absences

Item 2: Minutes and Actions from previous meeting

- The minutes from the meeting on 10 December 2009 were agreed and the status of the action points was as follows:

Action Points	
Action	Person Responsible and Progress
AP 1: All to email suggestions of website to direct employers to that can be included in Five Points document	Suggested website links have been sent for consideration and included in Annex 3 of the Task Force Paper.  Project group members to agree the ones they wish to keep.
AP 2: Members of the Project Group to formulate	Pending

detailed guidance for the toolkit once EMETF approval is gained	
AP 3: Find out if Ernst & Young developed their tests so that they don't just cover ethnicity.	Completed
AP 4: Jenni to feedback to the group following her meeting with Ernst & Young on 15 <sup>th</sup> December	Completed
AP 5: Sandra to feed back on meetings with Ernst & Young re resources and funding, and Home Office re design of their Bias Test	Completed
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	Completed Included in Annex 1
AP 7: talk to IIP and CIPD about the work the project group is doing	Pending
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.	Completed Case studies are published on the LDA on the website and include small businesses

### Item 3: Progress on the design of the Online Bias Tool

- Sandra has had discussions with Ernst & Young and around resources and funding. A teleconference call is scheduled after the meeting to confirm whether we can consider constructing the questions in a similar way to the in-house tool already used by Ernst & Young, and to discuss the way forward.

### Item 4: Review and agreement 5 Points for Progress – websites for inclusion

- Suggested websites have been received by Jenni for inclusion in the Task Force paper. These have been included in annex 3. Project group members will be asked to take a final look and agree on which will be included. Websites have been listed under the '5 points' headings.

### Item 5: Feedback on Ernst & Young Intrinsic Bias Test

- Jenni gave feedback on the Ernst & Young tool. There was a discussion about what would be most practical and relevant for large and small employers. There was agreement that when developing this tool, context and narrative should include the business case for recruiting a diverse workforce and narrowing the ethnic minority employment gap. By helping employers/businesses to identify unconscious bias, this will lead to improved innovation and the type of customer service that meets the needs of an increasingly diverse customer base.
- It was agreed that the tool should focus on providing feedback that can help employers diversity proof their recruitment policies and processes and improving the culture within the workforce. The questions will deal with

all the strands of diversity and equality, including gender, disability, sexual orientation, age etc. All present agreed that they would look at the Harvard Intrinsic bias tool to see if this covered all aspects of Diversity.

- Sunita mentioned that she would set up a meeting with the Jobcentre Plus Employer Engagement Group Directors, and believed that the general approach discussed would be endorsed by the group. There may even be a possibility that they may wish to trial the tool when it is available.

Item 6: Sandra will be presenting the paper titled, ' Changing Workforce Culture – Tackling Discrimination in Recruitment' on behalf of the project group. The paper will be finalised and presented at the next Task Force meeting.

Item 7: The next Task Force meeting is scheduled for 3 February 2010. Feedback will be given at the next meeting on Task Force's response.

Item 8: No other Business. Date of next meeting 4 February 2010.

Action Points	
Action	Person Responsible
AP 1: Members of the Project Group to formulate detailed guidance for the toolkit once EMETF approval is gained	All
AP 2: Ensure tests developed in consultation with Ernst & Young, don't just cover ethnicity.	All
AP3: Presentation of 'Changing Workforce Culture – Tackling Discrimination in Recruitment' Paper to Task Force	Sandra Kerr
AP 4: Feedback from Task Force presentation to the Group	Sandra Kerr
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
AP 7: talk to IIP and CIPD about the work the project group is doing	Sandra Kerr
AP8: Access the Harvard Intrinsic bias tool to see if this covered all aspects of Diversity.	All