MINUTES

IFATE EQUITY, DIVERSITY AND INCLUSION COMMITTEE

Meeting title:	IfATE Equity, Diversity and Inclusion Committee
Meeting date:	5 July 2023
Protective marking:	Official

Members present:	Robin Millar (RM) (the Chair); Dayle Bayliss (DB); John Cope (JC); Jessica Leigh Jones (JLJ); Mark McClennon (independent member) (MM).
IfATE officials present:	Rachel Cooper, Strategy Director (RC); Avril Cooper, HR Director (AC); Head of Priority Projects (CW); Head of Business Services Route Group (NM); Senior HR Manager (CL); Progression and Careers Lead, Occupation Maps team (item 4 only); Senior Evidence Manager, Research and Analysis Team (JH); Data Analyst, Research and Analysis Team (JW); two apprentices (guest speakers); Governance Manager (Secretariat).
Other stakeholders present:	DfE representative (PR).
Apologies:	Beth Chaudhary, Strategy Director

Item 1. Welcome and introductions

1. The Chair welcomed members and officials to the meeting, and asked members whether they had any new declarations of interest to make. No declarations were made, and members recognised that they should declare any potential or actual conflict that may arise by virtue of their other interests.

2. The Chair outlined the objectives for the meeting; these were to:

   i.   Hear from two IfATE apprentices about their different experiences of progression.

   ii. Hear from the Occupational Maps team about how their use will help provide clear and accessible information on career progression opportunities, including on-ramps, returnerships and lifelong loan entitlement.

   iii. Receive an update on the feedback received, six months after the launch of the Equity, Diversity and Inclusion (EDI) Toolkit, including how many new and revised standards and utilised the KSBs.

   iv. Receive a report on the key findings from collecting EDI data from trailblazers and how the toolkit has been received, including information on the diversity of stakeholders.

Item 2. Minutes and actions from the last meeting

3. The draft minutes of the Equity, Diversity and Inclusion Committee (EDIC) meeting of 05 April 2023 were approved without amendment.

Item 3. Speakers: IfATE apprentices

4. The chair welcomed to the meeting two apprentices working at IfATE. The first was an experienced apprentice, due to complete their third apprenticeship later in 2023 after having completed an apprenticeship in industry and elsewhere in the civil service. They had been involved in a number of high-profile projects during their time with IfATE and had secured a promotion whilst on their apprenticeship.

5. The second was on their first apprenticeship, after having worked in the retail sector. They were pleased to have found the opportunity at IfATE to undertake a Level 7 apprenticeship without first undertaking the Level 3 apprenticeship in the same route but noted they had found the opportunity almost by accident, and that their former school had provided little information about apprenticeships. Members asked for DfE information on 16-19 students' awareness of apprenticeships to be circulated.

6. One apprentice suggested that pay was a factor determining whether some people were able to undertake an apprenticeship without additional family support. Members noted that this issue was well-documented.

7. A member informed the committee of recent research by UCAS and the Sutton Trust which suggested that it was more difficult for young people to secure a degree apprenticeship place than a university degree course. Committee members asked for this report, to be shared with them.

Item 4. Presentation on occupational maps

8. IfATE's Occupational Maps team introduced the item and spoke about how the new occupational maps are helping to provide clear and accessible information on career progression opportunities. The committee commended the work done by IfATE in this area.

9. Members considered that clarity and consistency of language was important when discussing the skills system. Members added that to ensure this information was accessible in the places employers were most likely to look, it would be beneficial to enable employers and other organisations to integrate with the data provided by IfATE and provide their users with a customised view and functionality more specialised to their needs. A member suggested that a summary outlining the organisations aligned or not aligned to IfATE's occupational maps would be useful.

Item 5. Impact of EDI Toolkit

10. The Head of the Business Services route introduced the item and provided an update on the use of the EDI toolkit. The team was working to resolve an issue caused by a system upgrade, which had prevented accurate reporting of the numbers of submissions using the toolkit's knowledge, skills and behaviours (KSBs) and validation questions.

11. Some evidence of good practice was already apparent and it was clear that trailblazers, officials and route panels are effectively using the toolkit. This was particularly evident in the consideration of required KSBs. Members were informed that officials would monitor the usage of the toolkit going forward and requested that the board received an update on this in due course.

12. The committee were advised that they would receive another update at the October EDIC on how the toolkit is being utilised.

Item 6. Diversity of trailblazer members

13. The Research and Analysis Team introduced the item and presented key findings on the diversity of trailblazer members.

14. The analysis found that the composition of trailblazers was broadly representative of the wider population in terms of some protected characteristics, including sex, sexual orientation and disability, but less representative for others such as age and socio-economic background. The research also found that trailblazers had a higher proportion of people in full-time employment than was reflected in the economically active population.

15. The committee considered how this diversity could be increased, in partnership with employers and also by seeking views from other organisations. Rachel Cooper advised that the analysis would be factored into the ongoing work to review the trailblazer model.

Item 7. Any Other Business

16. The Chair thanked members and officials for their participation and confirmed that the next EDIC meeting would take place on 04 October 2023.