

Minutes

Meeting: Corporate Equalities Management Group

Date: 27 November 2006

Attendees:

Attendees	Attendance
Hilary Anthony, Executive Director – Learning Directorate of Education, Leisure & Community Services (Chair)	✓
Gary Ennis, Head of Central Administration, Directorate of Environmental & Planning Services	✓
Stewart Kelly, Policy & Performance Management Officer PPMU, Chief Executive’s Office	✓
Richard Landy, Assistant-Director Professional Services Directorate of Education, Leisure & Community Services	✓
Jim McKirdle, Assistant-Director Housing & Well-being Services Directorate of Personal Services	✓
Natalie Richards, Assistant-Director, Corporate Human Resources Management	Apologies
Linda Smith, Corporate Equalities Co-ordinator PPMU, Chief Executive’s Office	✓
David Sutherland, Head of IS & ICT, Corporate Services	✓
Gail Woolen, Human Resources (in place of Natalie Richards)	

Comment		Action
1.	Attendance & Apologies for absence	
	Recorded as above	
2.	Minutes of previous meeting – 7 September 2006 Minutes approved as accurate. RL stated that the Bridgend Racial Equality Forum has agreed to the new Terms of Reference, and are ready to move into being a generic Equality Forum.	

3.	<p>Minutes of Equalities Committee 7 November 2006</p> <p>LS presented a draft Work Programme for the Equalities Committee at its last meeting.</p>	
4.	<p>Matters arising</p> <p>The Equalities Committee suggested establishing a Task and Finish Group to review the Councils policies and plans and “equality proof” them.</p>	
5.	<p>Membership of Corporate Equalities Committee</p> <p>Louise Fradd is no longer a member of the Group. LS questioned whether a permanent representative should be sought from the Regeneration Directorate given the important scope of its work relating to Equalities. Another option would be to invite attendees on an ad hoc basis according to the agenda.</p> <p>It was decided not to ask for a permanent representative from Regeneration.</p>	
6.	<p>Schedule of meetings</p> <p>The draft schedule of meetings from May to December 2007 was presented. It was suggested that meetings be scheduled on Wednesday afternoons. SK to amend and add to the Teamware Calendar.</p>	SK
7.	<p>Update on CEMG Work Programme</p> <p><i>Corporate Equality Plan:</i> LS drew attention to the issue of cascading, and added that Committee members have expressed concern around training. HA suggested that this issue be taken to the Corporate Senior Management Group, their next meeting being in December. LS to speak to Huw Williams to arrange. HA to inform Tony Garthwaite.</p> <p>On the subject of self-assessment, Directorates’ contributions to the CEP should be stated in their Business Plans. LS to prepare a brief note on this point.</p> <p><i>Race Equality Scheme:</i> This is behind schedule. LS suggested taking a draft proposal to the Equalities Committee in January. HA stated that the dates in the CEMG Work Programme therefore need to be changed.</p> <p><i>Welsh Language Scheme:</i> A draft has been submitted to the Welsh Language Board, who responded promptly. Issues they raised are: the</p>	<p>LS HA</p> <p>LS</p> <p>LS</p>

	<p>need for a bilingual website; Welsh language training; frontline services and staff; bilingual job advertising; and timetabling and target-setting. LS is meeting Huw Gapper from WLB on 6th December, and will circulate a note afterwards. DS queried budget implications, to which HA responded that this needs to be set firmly within the context of the reality of budget pressures. A discussion followed on better use of Welsh-speaking staff – this issue should be further explored as part of the linguistic skills audit that is planned. The potential for shared services was also highlighted.</p> <p><i>Disability Equality Scheme:</i> A draft is to be published by the 4 December. The consultation event on 14 November was successful. An important emerging theme has been that of attitudes, along with the importance of a two-way dialogue with local disabled people and the need for feedback.</p> <p><i>Gender Equality Scheme:</i> LS is discussing consultation with Margaret Parrish.</p> <p><i>Reviews of policies and plans:</i> It was suggested that this be done as and when the policies are due for renewal (the actions in the Work Plan need to be amended as a result). This should be raised at the Corporate Senior Management Group, so that the onus is therefore put on senior managers. This can then act as an embryonic form of Equality Impact Assessment, and can integrate with the performance management and business planning processes. This needs further “spelling out”. HA reported that Andrew Jolley is putting together a list of strategies and plans: this could be circulated to Directorates, asking them when those plans will be reviewed.</p> <p><i>Equality Impact Assessments:</i> This is something that should be phased in over time, but could be piloted alongside Plan Rationalisation. It was suggested that the Health, Social Care and Wellbeing Plan and Children and Young People’s Plan are due for renewal soon. Training will be important. It was also suggested that some local PIs and targets could be set, but that they might not be relevant to all. Equality monitoring is an area for development.</p> <p><i>Staff:</i> The linguistic skills list that was in use needs to be resurrected. This can happen as part of the proposed linguistic skills audit. It was also suggested that current examples of where a Welsh language service is provided – such as in housing benefits – could be monitored, built upon and used to disseminate good practice.</p> <p><i>Monitoring:</i> For the purposes of establishing Directorate representation, HA agreed to clarify the status of the Regeneration and Legal Directorates with CMB.</p>	<p>LS</p> <p>LS/MP</p> <p>LS</p> <p>LS</p> <p>HA</p>
8.	Equalities Committee Draft Work Programme	
	LS suggested that this Work Programme will largely depend on the CEP	

	and therefore needs to be considered alongside Item 8.	
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9.	Next steps for CEP	
	<p>LS requested guidance on how to respond to WAG's request for a status report on meeting our Policy Agreement commitments on equalities. HA suggested that expectations need to be balanced by pointing out where there have been slippages due to organisational change in BCBC, and also pointing out where there have been successes. A lot will depend on HR and the delays due to change management there.</p> <p>In terms of resources, LS does not have a dedicated budget. HA suggested that this should be the subject of a future briefing to CMB. Potential areas of expenditure that could be highlighted are: staff development; DDA implementation; Welsh Language Scheme, particularly translation; consultation; and ICT. Some of this could be mainstreamed into the current work of Directorates, and therefore their budgets. Also, the shared services agenda was highlighted as a possible route for efficient provision. Working with the local LHB and NHS Trust was also cited as an option for joint working.</p>	<p>LS</p> <p>LS</p>

10.	Report on Social Inclusion and Learning Programme	
	<p>SK reported that information on this Programme has been circulated, and has been brought to CEMG as it might be a means of helping with staff development. We only have a brief description of the Programme to date, but the Co-ordinator from the Communities First Support Network, which has initiated the Programme, has offered to come and talk to staff to give more details.</p> <p>SK sought guidance on how Directorates might become involved, specifically whether anyone from Directorates might like to attend a meeting to find out more about the Programme. As there is a strong training element to this Programme, it was suggested that a representative from HR be sought to attend.</p> <p>SK to arrange meeting.</p>	<p>SK</p>

11.	Any Other Business	