

## Minutes

### Meeting: Corporate Equalities Management Group

Date: 8 January 2007

#### 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	✓
Chris Lewis, Policy & Performance Management Officer PPMU, Chief Executive’s Office (minutes)	✓
Richard Landy, Assistant-Director Professional Services Directorate of Education, Leisure & Community Services	✓
Jim McKirdle, Assistant-Director Housing & Well-being Services Directorate of Personal Services	✓
Gail Woolen, Human Resources.	✓
Linda Smith, Corporate Equalities Co-ordinator PPMU, Chief Executive’s Office	✓
David Sutherland, Head of IS & ICT, Corporate Services	Apologies
Stewart Kelly, Policy & Performance Management Officer PPMU, Chief Executive’s Office	Apologies

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	Comment	Action
1.	<b>Attendance &amp; Apologies for absence</b>	
	Recorded as above	
2.	<b>Minutes of previous meeting 27 November 2006</b>	
	Minutes approved as accurate.	
3.	<b>Minutes of Equalities Committee 19 December 2006</b>	
	Minutes approved as accurate.	

<b>4. Matters arising</b>	
Bridgend Race Equality Forum – LS/SK to prepare a proposal for moving the forum forward as a generic equality forum for the next BREF meeting on 1 February and, subject to members agreement, take the proposal to the Equality Committee for approval.	<b>LS</b>
<b>5. Membership of Corporate Equalities Management Group</b>	
LS to refer back to Louise Fradd the request from the Equality Committee for there to be a representative from the Regeneration Directorate on the Corporate Equalities Management Group. In the meantime, LF is to be copied in on all the papers of meetings.	<b>LS</b>
<b>6. Schedule of meetings</b>	
The draft schedule of meetings was presented and agreed.	<b>SK</b>
<b>7. Equality Standard for Local Government in Wales</b>	
HA requested that the letter regarding the payment of performance incentive grant payment be circulated to C.I.G. for information.	<b>CL</b>
<b>8. Report on draft revised Welsh Language Scheme</b>	
<p>LS informed the group that she and Huw Williams, Head of Business Efficiencies &amp; Effectiveness, had recently had in a meeting with Huw Gapper from the Welsh Language Board. HG had emphasised the need for the Authority to be more specific about targets in the draft scheme and set realistic timescales for achieving them.</p> <p>LS to pass on to the Customer Care Group the Equality Committee’s recommendation on bilingual greetings and explore how the objectives of the scheme will be implemented through the Customer Care strategy.</p> <p>LS to discuss with Dave Sutherland (ITC) and Claire Lillie (PR &amp; Communications) the practicalities of improving the bilingual content of the Authority’s website and meeting the Board’s guidelines and IT standards, including uploading all existing Welsh documentation currently held onto the Welsh site. The group suggested that, providing this commitment can be met, the scheme should be amended to include a statement such as, “The Authority will be making all Welsh Language documentation available on its website”.</p>	<p><b>LS</b></p> <p><b>LS</b></p>

	LS to discuss with Claire Lillie the possibility of operating a shared service for Welsh translation with another local authority, for instance the Vale of Glamorgan.	<b>LS</b>
	LS to discuss with Heather Hewitt, Training Unit, about the training in Welsh language and language awareness via University of Glamorgan.	<b>LS/HH</b>
	LS informed the group that a report on Equalities and Procurement is scheduled to go to the Equalities Committee in February and felt that this may help to quieten the Members concerns on some issues raised at the last meeting. LS will liaise with James Ferris on this matter.	<b>LS/JF</b>
	LS and NR to work through the document and to liaise with the relevant lead officers regarding required changes and report back to the group if there are any problems. Also to identify more specifically officers responsible for achieving targets and the monitoring role of the group.	<b>LS/NR</b>

<b>9.</b>	<b>Report &amp; Draft Disability Equality Scheme</b>	
	LS to highlight exactly who is expected to lead on each action identified in the action plan. The scheme should then be circulated to the relevant staff (i.e. the lead officers) along with a letter that informs the lead officers that the Corporate Equalities Management Group will monitor progress against actions on a six monthly basis. LS to amend the monitoring section of the group's work programme accordingly.	
	NR to ensure that disability equality and scheme is included in the corporate induction programme for the Authority.	<b>LS</b>
	LS to place the scheme on the agenda for CMB and ask them to ensure it is cascaded to Directorates.	<b>NR</b>
	HA/LS to place the scheme on the agenda for the next Corporate Senior Management Group meeting.	<b>HA/LS</b>
	LS to discuss with GE the Equalities Committee request for the issue of accessible parking for disabled people to be added to the agenda of a future meeting of the Committee.	<b>HA/LS</b> <b>LS/GE</b>

<b>10.</b>	<b>Gender Equality Scheme Code of Practice</b>	
	LS highlighted the main points of the scheme and the importance of involving staff in the development of the scheme. LS will be discussing consultation options with the Authority's Consultation Co-ordinator and will bring the matter back to the next group meeting. In the meantime she requested that group members provide her with examples of good practice currently going on in their Directorates, such as flexible working, care provision, challenging stereotypes in education or in sport.	<b>ALL</b>

<b>11.</b>	<b>Priorities for CEP</b>	
	<p>The group took the view that the priorities for the coming year should be:</p> <ul style="list-style-type: none"> <li>• Putting in place the statutory schemes and carrying out the relevant consultation;</li> <li>• Establishing an effective internal monitoring process (LS to put 'Progress against Corporate Equalities Plan' as a standing agenda item for all future meetings);</li> <li>• Integrating equality into business plans (LS to discuss with Rob Nancarrow the monitoring of the equalities content of Corporate Business Plans);</li> <li>• The development of equality impact assessment process and training on the process.</li> </ul>	<p><b>LS</b></p> <p><b>LS</b></p> <p><b>LS/RN</b></p> <p><b>LS/NR</b></p>

<b>11.</b>	<b>Any Other Business</b>	
	<p>HA requested that the following be placed on the agenda for the Council Equalities Committee in February:</p> <ul style="list-style-type: none"> <li>• Revised Welsh Language Scheme and supporting presentation from the Welsh Language Board and/or other local authority to provide examples of good practice;</li> <li>• Draft Gender Equality Scheme</li> <li>• Car Parking for disabled people (subject to E&amp;P response)</li> </ul> <p>HA requested that 'Monitoring exercise on the Corporate Equality Plan' be placed on the agenda for the next meeting of the group.</p> <p>Also need to circulate the CEP and statutory schemes to establish what Directorates will be able to achieve from existing resources and whether additional resources will be required.</p> <p>LS to meet with NR to discuss a report to the Equalities Committee on the training implications of the Corporate Equalities Plan and schemes.</p> <p>LS to ask Human Resources about possible availability of funding to support member training on Equalities issues linking into the Member development programme that Councillor Burns and Lesley-Ann Beale are working on.</p> <p>LS to check with Legal Services about the constitutional requirements for the schemes.</p> <p>LS informed the group that Stewart Kelly had recently requested nominations for Directorate representatives to attend the Social Inclusion Learning Programme event scheduled for 31 January but has not received responses to date. Group members to respond asap.</p>	<p><b>LS</b></p> <p><b>LS</b></p> <p><b>LS</b></p> <p><b>LS</b></p> <p><b>LS/AJ</b></p> <p><b>All</b></p>

