

## Minutes

### Meeting: Corporate Equalities Management Group (CEMG)

Date: 8 February 2007

#### Attendees:

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

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|    | Comment  | Action       |
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| 1. | <b>Attendance &amp; Apologies for absence</b>  |              |
|    | Recorded as above  |              |
| 2. | <b>Minutes of previous meeting - 8<sup>th</sup> January 2007</b>   |              |
|    | Minutes approved as accurate.  |              |
| 3. | <b>Matters arising</b>   |              |
|    | <i>Bridgend Racial Equality Forum:</i> A report will need to go to the next meeting of the Equalities Committee. | <b>LS/SK</b> |

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|  | <p><i>Disability Equality Scheme (DES):</i> LS reported that the draft DES is now on BCBC's website. She has not received a response from Andrew Jolley regarding the process for full approval. The presentation to the Corporate Senior Management Group will need to be re-arranged.</p> <p><i>Corporate Improvement Group (CIG):</i> HA informed the Group that Equalities issues had been raised at CIG, and she had asked for discussions to take place at management teams.</p> <p><i>Blue Badges:</i> GE noted that clarification will be needed about what exactly the Equalities Committee want out of a report on the Blue Badge scheme. DS pointed out that at present this is a Personal Services issues, but many people think of it as a Highways issue.</p> <p><i>Training:</i> After LS informed the Group that the equalities training course developed by Heather Hewitt (Training) has had a low take-up, HA stated that training should be holistic, and perhaps mandatory. She requested that GW relay this message to HR, and suggested that an appropriate invitee might be sought for a future meeting of CEMG. It was noted that there are links with the Customer Care and HR Change group, DS being a member of both. LS added that there might also be an opportunity to work via the proposed Equalities Forum, and pointed out that the Commissions will want to see evidence of this. HA proposed that the message emanating out of CEMG should be that training is a top priority.</p> <p><i>Social Inclusion Learning Programme:</i> LS and SK attended the presentation organised by SK. He will be attending a two-day training event on the Programme and will report back.</p> | <p>LS/AJ</p> <p>LS</p> <p>LS/GE</p> <p>GW/LS</p> <p>DS</p> <p>SK</p> |
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| 4. | <b>Corporate Equalities Management Group Work Programme</b>   |   |
|    | <p>LS circulated a draft Feedback Response Form based on the CEP. HA suggested that a lot of the information required should be able to be gleaned from service plans, and that perhaps a document of no more than 2 sides of A4 should be circulated within the next week to guide managers on what needs to be included in service plans. In giving feedback, they would need to pay particular attention to the service delivery section. They would also need to be asked more specific questions. LS concluded that self-assessment might be a better route.</p> <p><i>Consultation:</i> HA requested that a letter be drafted from her to the Chair of the LSP on the subject of promoting equality in the partnership environment.</p> <p><i>CEP:</i> A copy should go to those who have already been consulted.</p> <p><i>Race Equality Scheme:</i> This will be going to the Committee in April.</p> | <p>LS</p> <p>LS/HA</p> <p>LS/SK</p> <p>LS</p> |

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|  | <p><i>Disability Equality Scheme:</i> The Scheme has been approved by the Equalities Committee. LS has spoken to Liam Ronan about a communication via “Bulletin” – HA requested that this be pursued further, and that a poster be designed with headline messages for staff. This could be done via <a href="mailto:Design@Bridgend">Design@Bridgend</a>. This will all be backed up with a Corporate Announcement from HA.</p> <p><i>Reviewing Policies/Plans:</i> HA raised this matter in CIG. She suggested to the Group that a basic set of questions – a checklist – be formulated for circulation.</p> <p><i>Procurement:</i> DS and GE to pursue James Ferris.</p> <p><i>Knowing Your Community:</i> SK stated that all of the information is now available from the BCBC website. He will look at how links can be made from the intranet, to inform staff and to promote its use.</p> <p><i>Directorate Equalities Action Groups:</i> This will be pursued at a later date – June.</p> <p><i>Language &amp; Communications:</i> This comes under Customer Care, and will be for the Customer Care Group to take forward. CEMG will input into this but will not lead.</p> <p><i>Equality monitoring:</i> It was decided that there needs to be an audit of what monitoring is carried out by service areas. Directorates should be asked to feed back by June 2007.</p> <p><i>Equality Standard Self-Assessment:</i> LS to make herself available to services if needed whilst completing the self-assessment.</p> | <p>LS/SK/HA</p> <p>LS</p> <p>DS/GE</p> <p>SK</p> <p>DS</p> <p>LS</p> <p>LS</p> |
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| 5. | <b>Equality Standard for Local Government in Wales Self-Assessment</b> |  |
|    | Dealt with in the last point of Item 4.                                |  |

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| 6. | <b>Equality Impact Assessment</b>  |           |
|    | <p>The issue of race was raised, in particular how the needs of migrant workers might be ascertained from the EIA. It was decided that there will need to be some rephrasing to reflect nationality/migrant worker status/language.</p> <p>HA volunteered the School Inclusion Strategy, the Admissions Strategy and the School Transport Plan to be “Equality Impact Assessed”. LS also suggested the Housing Strategy. Approximately ten strategies should be assessed in a first round.</p> | <p>LS</p> |

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| 7. | <b>Briefing on Proposal for Gender Equality Scheme</b> |  |
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|  | <p>It was suggested that consultation for the Gender Equality Scheme should be based around BCBC's priority themes. Specific service areas can be stipulated in relation to those themes.</p> <p>On the subject of the staff questionnaire, LS requested a list from GW of the different categories of staff.</p> | <b>GW</b> |
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**The meeting concluded at 4 p.m.**