

Draft Minutes

Meeting: Corporate Equalities Management Group (CEMG)

Date: 28 June 2007

Attendees:

Attendees	Attendance
Tony Garthwaite, Executive Director – Strategic Change (Chair)	✓
Gary Ennis, Head of Central Administration, Directorate of Environmental & Planning Services	✓
Linda Hutton, Resourcing Manager, Human Resources, Resources Directorate	✓
Stewart Kelly, Policy & Performance Management Officer PPMU, Office of the Chief Executive	✓
Richard Landy, Assistant-Director Professional Services Directorate of Education, Leisure & Community Services	✓
Jim McKirdle, Assistant-Director Housing & Well-being Services Directorate of Regeneration	✓
Linda Smith, Corporate Equalities Co-ordinator PPMU, Office of the Chief Executive	✓
David Sutherland, Head of IS & ICT, Resources Directorate	✓

Comment		Action
1.	Attendance & Apologies for absence	
	Recorded as above	
2.	Minutes of previous meeting - 8th March 2007	
	Minutes approved as accurate.	
3.	Matters arising	
	<i>Bridgend Racial Equality Forum:</i> SK reported that advice had been sought from Andrew Jolley in respect of changing BREF into a generic equalities forum. As the proposed forum is an external body, it does not need approval from either the Equalities Committee, Cabinet or Council;	

	<p>BCBC merely needs to decide on its representation on the forum. SK to liaise with RL to proceed with the changes.</p> <p>Other matters will be covered under other agenda items.</p>	SK
4.	Corporate Equalities Management Group Membership & Work Programme	
	<p>LS referred to the document, "Corporate Equality Management Group Work Programme 2006/07".</p> <p><i>Welsh Language Scheme:</i> LS is liaising with the Welsh Language Board and the Children and Young People's Partnership regarding an annual report that has been requested by the Board for the end of August.</p> <p><i>Disability Equality Scheme:</i> The Disability Rights Commission has provided feedback on Disability Equality Schemes to the local government Equality Officers Network. The next step for BCBC is to move towards a "full" scheme, or an amalgamated version (see Item 5 on agenda).</p> <p><i>Gender Equality Scheme:</i> LS informed the Group that the main issues for the Equal Opportunities Commission are Equal Pay and childcare. BCBC will be undertaking joint public consultation with the LHB and NHS Trust, and this issue has also been included in a recent Citizens Panel survey.</p> <p><i>Information and guidance for staff:</i> LS and SK have been liaising with Human Resources. TG suggested using more innovative methods of communication, such as the intranet. TG to speak to Claire Lillie (Corporate Communications Manager) on this issue.</p> <p><i>Harassment and Hate Crime:</i> a report is nearing completion. Action points for the next 12 months need to be included.</p> <p><i>Performance Indicators:</i> the Wales Programme for Improvement process will be used to deliver equality outcomes. We will need to look closely at which indicators to disaggregate.</p> <p><i>Equality Impact Assessments:</i> LS is looking at how to link this process to mainstream activity, such as business planning (see Item 6). TG suggested that one option for consideration could be to set a date after which every report to Committee, CMB or Council should have an equality "cover sheet" attached.</p> <p>LS noted that there are presentational issues that Directorates need to address, i.e. they do not always draw attention to what they are already doing well.</p> <p>LS and SK have been looking at an impact assessment model that we</p>	<p>LS</p> <p>TG</p> <p>SK/LS</p>

	<p>might adopt in BCBC. SK will circulate by e-mail. TG asked that members of the Group try this model in their service areas and provide feedback.</p> <p><i>Language and accessible communication:</i> this is related to the Authority's Customer Care programme. Taking forward consultation/public involvement will depend upon whether we move towards a single equality scheme (see Item 5).</p> <p><i>Employment policies:</i> Human Resources are reviewing these, in conjunction with Legal. Agreement needs to be reached on the role of the Equalities Co-ordinator in this process.</p> <p><i>Equal Pay:</i> LH reported that this is a "work in progress".</p> <p><i>Staff training & development:</i> LS met Lesley-Anne Bealey (Training & Development) regarding the production of internal advice for staff. In addition, VALREC are able to provide training on Equality Impact Assessments.</p> <p>Recent Welsh language taster sessions proved popular amongst staff, although it was emphasised that BCBC needs to be clear what its focus and requirements are in this area. LS to discuss this with Heather Hewitt (Training & Development), evaluate the taster sessions, and try to identify staff who would benefit from this.</p> <p><i>Membership of CEMG:</i> TG queried if CEMG's current membership comprises officers at the most appropriate level, and advised that the balance between strategic and operational involvement might need to be re-assessed. TG asked members to feed back suggestions for operational contacts.</p>	<p>SK ALL</p> <p>LS</p> <p>LS</p> <p>ALL</p>
5.	Report on development of Corporate Equality Policy Framework	
	<p>LS referred to the paper, "Report on development of Corporate Equality Policy Framework", noting that amongst local authorities in Wales there is a movement towards producing single equality schemes.</p> <p>It was agreed to proceed towards the production of a single Corporate Equality Scheme for Bridgend County Borough Council, incorporating the authority's draft race and disability equality schemes and covering faith, sexual orientation, age and carer status and recommend it to Corporate Management Board.</p>	<p>LS</p>
6.	Report on mainstreaming equalities into corporate business planning process	
	<p>LS referred to the paper, "Report on mainstreaming equalities into corporate business planning process". She noted a variable response from Directorates, with Directorates not always identifying areas where</p>	

	<p>they are performing well. She also noted a lack of corporate cohesiveness, which could be addressed by promoting the use of some standard wording and formats.</p> <p>JMc noted that business plans and the Quarterly Business Review process focuses on future actions rather than past achievements, and therefore queried whether that represents a conflict with highlighting equality achievements.</p> <p>As business plans have yet to be amended and finalised, the group decided that a report on this subject will not yet proceed to the Equalities Committee until this process has been completed.</p>	
7.	Report on Annual Equalities Workforce Analysis	
	<p>LH introduced the report. It was noted that some staff will be counted twice in the figures, hence the inconsistent totals.</p> <p>The Group was uncomfortable with reporting figures that do not correlate, so it was decided that the Policy and Performance Management Unit should liaise with HR to look at how more consistent figures can be produced. DS suggested that a member of IT staff should provide a “quality check” on the report prior to it being submitted to CMB. SK to co-ordinate.</p>	SK
8.	Any other Business	
	<p><i>Briefing on Equality Improvement Framework:</i> LS reported that this proposed new framework fits in with the Wales Programme for Improvement and Making the Connections. It supports the promotion of clear messages, targets and outcomes. LS suggested that this development is to be welcomed, but noted that there are issues that will need to be highlighted during the consultation process, such as the need for national objectives from WAG, and outcome-based measures.</p> <p>This will be reported to the Equalities Committee on 18th July, and LS has also been asked to prepare a report for CMB on 10th July. Members of the Group were asked to take this matter back to their Directorates for discussion, and to send any feedback to LS ready for her to report to CMB on 10th July.</p> <p><i>Consultation on Discrimination Law Review:</i> LS is attending a consultation event on this issue and will report back to the group in due course.</p>	LS ALL

The meeting concluded at 4.15 p.m.