

Draft Minutes

Meeting: Corporate Equalities Management Group (CEMG)

Date: 21 November 2007

Attendees	Attendance
Tony Garthwaite (TG), Executive Director – Strategic Change	✓
Judith Brooks (JB), Director's Support Officer, Personal Services Directorate	✓
Gary Ennis (GE), Head of Central Administration, Directorate of Environmental & Planning Services	
Linda Hutton (LH), Resourcing Manager, Human Resources, Resources Directorate	✓
Stewart Kelly (SK), Policy & Performance Management Officer PPMU, Office of the Chief Executive	✓
Richard Landy (RL), Assistant-Director Learning & Skills Directorate of Education, Leisure & Community Services	✓
Jim McKirdle (JM), Head of Service, Housing & Community Well-being, Directorate of Regeneration	apologies
Linda Smith (LS), Corporate Equalities Co-ordinator PPMU, Office of the Chief Executive	✓
David Sutherland (DS), Head of IS & ICT, Resources Directorate	✓

	Comment	Action
1.	Attendance & Apologies for absence	
	Recorded as above	

2.	Minutes of last Cabinet Equalities Committee	
	<p>TG gave an account of proceedings at the Cabinet Equality Committee meeting held on 5th November 2005. The main items on the agenda were:</p> <p>Equalities in the BCBC workforce</p> <ul style="list-style-type: none"> There was a discussion regarding the employment status of schools' staff. LS suggested that this could be clarified in the Corporate Equality Scheme. LH will find out if the Trent system can separate off the schools' staff for the purpose of reporting. Comparisons with the wider labour market – LS to find out what comparisons other Local Authorities use. 	<p>LH</p> <p>LS</p>

	<ul style="list-style-type: none"> • TG suggested that CEMG could play a proactive role, e.g. equality testing HR policies. <p>Presentation on new equality legislation.</p>	
3.	Minutes of last CEMG meeting	
	Agreed as accurate.	
4.	Matters arising	
	<p>Equalities/customer care training – LS has been liaising with DS and Avril Bracey, and has been in touch with other authorities to gather examples of training. There is also the example of the Social Exclusion Learning Programme, developed in Conwy, which could be used for customer care or wider training. DS confirmed that training will be targeted at front-line customer service staff, e.g. receptionists. LS, DS and AB will be meeting again in December.</p> <p>Corporate Equality Scheme – LS has only received one response to date from Directorates (Personal Services). The Action Plan needs to be examined to be made SMARTer, and to assign action points to individual officers.</p> <p>Welsh Language Scheme – The Finance section has provided a breakdown of current translation costs - £30k for 2006/07, and £16k in the first two quarters of 2007/08. TG suggested that LS requests an analysis by Directorate. RL added that the Education, Leisure and Community Services Directorate had done such a piece of work fairly recently – he will forward details to LS.</p> <p>In terms of the BCBC website, LS informed the Group that there are some 43,000 Stellant pages. The Group concluded that it is not feasible to translate all of these, but it was also pointed out that a significant number of these will be Committee papers and pages that are not in use. TG suggested that the new post of Corporate Web Manager will play a key role in driving this issue forward, but that in the meantime, LS should contact Janet Smith (Finance) to request a budget growth bid of £20k to develop the council’s approach to bilingualism. This would be subject to CMB and Member consideration.</p> <p>Minority Language Telephone Interpreting – SK had forwarded the report to DS to be dealt with under the Customer Care Programme. Phil Turner is pursuing.</p> <p>Social Care & Welsh Language Task & Finish Group – The authority had been provided with a schedule of questions by the Welsh Language Board. JB had provided answers plus a list of names of staff to attend a meeting in December. LS is analysing Welsh literacy skills, based on data from the Trent system. She suggested that this might usefully lead to a full linguistic skills audit of Personal Services and Customer Care.</p>	<p>RL</p> <p>LS</p> <p>DS/PT</p>

5.	Update on development of Corporate Equality Scheme (LS)	
	<p>LS informed the Group that the WLGA and WAG are recommending the production of a single scheme.</p> <p>DS will provide feedback from the Resources Directorate.</p> <p>LS will work on making the Action Plan SMARTer and more specific. It was agreed that it should be structured around the Council's new structure. LS noted the importance of using an evidence base on which to base actions. She also stressed the need to progress with an Equality Impact Assessment and training for managers. On this specific point, TG recommended that we proceed with what we have and get VALREC engaged.</p> <p>LS informed the group that a corporate equality development session is being arranged for 16th January in conjunction with the WLGA. This will involve challenging perceptions and prioritising.</p>	<p>DS</p> <p>LS</p>
6.	Update on revision to Welsh Language Scheme (LS/SK)	
	<p>This was dealt with under Matters Arising. A meeting will be taking place with the Welsh Language Board on 26th November. This should focus on:</p> <ul style="list-style-type: none"> • Clarifying expectations and commitment • Targets/deadlines • Guidance from the Welsh Language Board <p>in relation to the outstanding issues of a bilingual website, bilingual advertising, and providing bilingual front-line services.</p>	
7.	Update on Bridgend Coalition of Disabled People	
	<p>LS attended a recent meeting of the Coalition, along with Peter Vukashin (Property section). The authority has confirmed £4.5k of funding for the Coalition for 2007/08-2008/09. The Coalition would like to use it as match funding to apply for other grant funding – this would need to be clarified in a funding agreement. It was suggested that other sources of funding should be investigated, such as Communities First, and that links could be made with other local organisations, such as the Citizens Advice Bureau.</p>	
8.	Any other Business	
	None.	