

**Minutes of a meeting of the Corporate Equalities Management Group held at the Customer Contact Centre, Meeting Room 2, Civic Offices, Angel Street, Bridgend on Friday 17 October 2008.**

**Meeting commenced at 2pm**

**Present:**

D MacGregor (Chair)	-	Assistant Chief Executive (part of the meeting only) (Corporate Development & Partnerships)
G Ennis	-	Head of Central Administration (Communities Directorate)
L Hutton	-	Transformation & Development Manager (Human Resources section)
J McKirdle	-	Group Manager, Housing (Regeneration & Development, Communities Directorate)
J Gregson	-	Children's Partnership Coordinator (Children's Directorate)
L Smith	-	Policy and Performance Management Officer (Equalities) (Corporate Development & Partnerships)
R Crocombe	-	Administrative Assistant (Corporate Development & Partnerships)

**1. Apologies**

Apologies were received from Bev Davies, Customer Services Manager.

**2. Minutes of last CEMG meeting (3rd September 2008)**

It was noted that Linda Hutton's job title should be amended to read 'Transformation & Development Manager'. Further it was noted that the Transformation & Development Manager attended the CEMG meetings to represent the Human Resources section and that the Customer Services Manager attended as representative for the Resources Directorate as a whole.

**3. Matters Arising**

An update was given on request at the previous meeting that CEMG representatives gather common terminology used in Directorates that support the equality agenda to inform the development of the new Corporate Equality Scheme. It was noted that the lists of terminology had been received from the Well-being and Communities Directorates. CEMG representatives considered the merits of introducing an acronym for staff (*FAIR – Fair, Accessible, Inclusive and Respectful*) or a corporate strap-line on the Authority's equality commitment could be created instead. CEMG were informed that the *FAIR* acronym had been included in the report to the Cabinet Equalities Committee on 6<sup>th</sup> October the approach to the development of the Corporate Equality Scheme.

- a) It was agreed that proposals for the Authority's new equalities statement would be circulated to CEMG members prior to wider consultation on the scheme.

#### **4. Draft minutes of the last Cabinet Equalities Committee and Forward Work Programme**

The Cabinet Equalities Committee's resolutions were reported to CEMG (see *italics* below) and the following actions agreed:

- a) *That representatives of the Communities Directorate be invited to address the Committee on the links between equalities and the Local Development Plan at the next committee meeting.*

It was agreed that relevant officers hold a scoping meeting to discuss the presentation of this report to the Committee.

- b) *That a summary workforce report be provided identifying earning levels between genders.*

The Transformation and Development Manager stated that there were some difficulties in providing the data. The Assistant Chief Executive – Corporate Development & Partnerships suggested that further discussion take place on this issue in order to find a way to meet the Committee's request.

#### **5. WLGA Equality Improvement Framework Pilot Implementation Projects**

The Group were informed that the WLGA had invited local authorities to take part in a pilot implementation project for the new Equality Improvement Framework.

- a) The Group agreed to support an application to the WLGA by the Authority under pilot project theme A (Identifying values, vision and priorities for equality) and that this proposal should be submitted to the Corporate Management Board by the Assistant Chief Executive – Corporate Development & Partnerships and Policy and Performance Management Officer (Equalities) for approval before an application be submitted to the WLGA.

#### **6. Case studies submissions – outstanding issues**

The Policy and Performance Management Officer (Equalities) reported that she had received a number of case studies including the Children and Young People Excellence Wales case study. Directorate representatives were urged to forward any further case studies as soon as possible.

- a) The Group agreed that the case studies would provide a bank of generic and service specific case studies for the Authority's equality training programme. It was suggested that a number of 'shock factor' case studies that confront staff with situations may help make staff realise the importance of the equalities training.
- b) The Transformation and Development Manager advised that while she had asked for some examples from Human Resources she also

suggested that other publications, such as the Equal Opportunities Review, should be used to provide case law examples.

## **7. Training programme – outstanding issues**

The Policy and Performance Management Officer (Equalities) reported that some Directorates had yet to identify priority staff groups to receive equality awareness training. However it was noted that Well-being and Communities Directorates had already nominated up to 250 staff but these nominations needed to be prioritised.

- a) It was agreed that all Directorates have an opportunity to benefit from the limited training course places and that it was vital that Directorates identify staff groups who would most benefit from it, for example, staff involved in interview panels and front-facing staff.
- b) It was agreed that the Policy and Performance Management Officer (Equalities) work with nominated officers in the Well-being and Communities Directorates to prioritise staff groups and numbers of staff from the nominated lists.
- c) It was agreed that training sessions would be offered on a 'first come, first served' basis and that a finalised list of staff groups and a training plan be agreed by the next meeting of CEMG.
- d) It was agreed that the training plan should take into account the following logistical issues:
  - Matching trainees to a suitable venue and time-slots;
  - Keeping staff within a relevant training group;
  - Ensuring training did not adversely impact on service delivery.
- e) It was agreed that e-learning options on equalities be explored to supplement the training courses, taking note that individuals should not be left to arrange their own training and that some groups of staff have limited access to e-learning opportunities.
- f) It was agreed that a separate training sessions should be arranged for LEA school governors and that the Policy and Performance Management Officer (Equalities) would liaise with Mark Beauchamp in the Children's Directorate on this and report back to the next CEMG meeting.
- g) It was agreed that corporate equalities training should be integrated into the corporate induction process.
- h) It was agreed that the training programme would be supplemented by information and awareness sessions arranged with local groups or recognised speakers in particular areas, such as disability awareness, domestic abuse etc. These sessions could be targeted at relevant groups of Members or Officers.

## **8. Any other business**

The Policy and Performance Management Officer updated the Group on the '*Equality for Disabled People Have Your Say*' event that being arranged with local public sector partners for 25<sup>th</sup> November. The consultation will form a key part of evidencing how the authority has involved disabled people in developing its new Corporate Equalities Scheme. It was agreed that the Policy and Performance Management Officer would contact Directorates directly to find officers to facilitate discussion groups and attend the event.

Next meeting scheduled for 15<sup>th</sup> December 2008.

**Meeting closed at 4.10pm**