

Minutes of a meeting of the Corporate Equalities Management Group held in Level 4 Conference Room, Civic Offices, Angel Street, Bridgend on Monday 15 December 2008

Meeting commenced at 10am

Present:

D MacGregor (Chair)	-	Assistant Chief Executive (Corporate Development & Partnerships)
G Ennis	-	Head of Central Administration (Communities Directorate)
P Miles	-	Pay & Reward Officer (representing Linda Hutton - Resources Directorate)
L Jones	-	Children & Young People's Framework Manager (Children's Directorate)
L Smith	-	Policy and Performance Management Officer (Equalities) (Corporate Development & Partnerships)
R Crocombe	-	Administrative Assistant (Corporate Development & Partnerships)
B Davies	-	Customer Services Manager (Resources Directorate)
J Brooks	-	Professional Support Officer (Health & Wellbeing Directorate)

1. Apologies

Apologies were received from:

L Hutton, Transformation & Development Manager (Human Resources Section),

J McKirdle, Group Manager – Housing, Community & Wellbeing (Resources Directorate).

2. Minutes of last CEMG meeting (17th October 2008)

It was noted that Judith Brooks had sent apologies for the last meeting.

- It was suggested that the Project Management Toolkit, (published on the intranet), be used to help revise the format of the Group's minutes.

3. Matters Arising

The Policy and Performance Management Officer confirmed that she had attended a scoping meeting with officers from the Communities Directorate to discuss the presentation of the Local Development Plan to the Cabinet Equalities Committee, and that a follow-up meeting was to be held to finalise details of the presentation.

It was confirmed that the Pay and Reward Officer was currently producing a summary workforce report identifying grade bands between genders for the January meeting of the Cabinet Equalities Committee.

4. Reports for Cabinet Equalities Committee 12.01.09

The Policy and Performance Management Officer is drafting a report for the Cabinet Equalities Committee in relation to the training being arranged. It was clarified that the report would need to map out groups targeted to receive the training, as well as the objectives of the training.

All the other reports due to be presented to the Cabinet Equalities Committee in January are in hand, the report on housing support needs further discussion.

It was agreed that:

- the Policy and Performance Management Officer would check with the Group Manager – Housing, Community & Wellbeing whether the report on housing support would be available.
- the Policy and Performance Management Officer would re-circulate the Cabinet Equalities Committee report timetable to the CEMG to remind officers which reports are required when.
- the Policy and Performance Management Officer would check and confirm whether or not the meeting of the Cabinet Equalities Committee scheduled for 5th May would be going ahead.

5. Training Programme

It was noted that a sufficient number of case studies had now been received for use in the corporate equalities training programme. It was also noted that case law examples would also be used during the training sessions and that Organisational Development was providing administrative support.

Each directorate had been offered 72 training places, but it was acknowledged that some directorates would need more training places than others, and agreed that places should be prioritised by the Policy and Performance Management Officer in liaison with CEMG representatives.

It was advised that the Wellbeing and Communities Directorates had nominated a number of staff to take part in the training being offered.

- It was agreed that the Policy and Performance Management Officer would distribute the training programme with dates to the CEMG prior to Christmas.
- It was noted that further nominations were needed from the Children's Directorate, including some critical front-line service groups e.g. Youth Services. Further it was suggested that the Youth Services would benefit from disability-specific training in line with needs identified in local and national strategies. It was agreed that the Policy and Performance Management Officer would discuss this suggestion further with the Children and Young People's Framework Manager.

- It was noted that Leisure Services had not yet nominated staff to take part in the training. It was agreed that the Policy and Performance Management Officer would liaise with the Well-being Directorate representative to clarify this point. Further it was confirmed that the Well-being Directorate would also make nominations from the Parks section.
- It was confirmed that the Customer Services section from the Resources Directorate had nominated staff and that nominations were expected from the Human Resources section. The Pay and Reward Officer agreed to follow up on this.
- The Customer Services Manager confirmed that she would also follow up on who would be nominated from the Benefits, Council Tax and Property sections.
- It was agreed that the Policy and Performance Management Officer would create a checklist to keep track of which staff groups had received training in order to ensure that all priority areas were covered appropriately.

6. Draft Corporate Equality Scheme

The CEMG considered the timetable for publication of the Corporate Equality Scheme:

- It was agreed that the target deadline would be 31st May 2009 and that a timetable should be put together to ensure that the draft Scheme be submitted to full Council on 20th May. It was further noted that the timetable should also provide for the draft Scheme to be submitted to a special meeting of the Cabinet Committee.
- It was agreed that consultation on the draft Scheme will take place with key groups during February.

The Group considered the contents of the initial draft Corporate Equality Scheme:

- It was agreed that the Assistant Chief Executive, the Policy and Performance Management Officer and the Pay and Reward Officer would meet to discuss how workforce data would be collated and presented to meet statutory requirements.
- It was noted that a key part of the current statutory duty to involve disabled people had been met by the successful 'Equality for Disabled People – Have your Say' event held on 25th November 2008.
- It was agreed that further consultation activities would be carried out to meet the race or gender equality duties. It was suggested that targeted action be taken to reach out to specific groups, such as Bridgend Women's Aid, local age groups and representatives from the gay and lesbian community.

- It was agreed that the Pay and Reward Officer would schedule a discussion on the draft Scheme into the agenda for a forthcoming meeting with trade union representatives.
- It was noted that further work remained to be done by the CEMG around the procedure and training on equality impact assessments and that this must be a priority.
- It was agreed that the draft Directorate action plans would be revised. The Policy and Performance Management Officer would meet with each of the relevant CEMG Directorate representatives in January 2009 to discuss revisions needed to their directorate action plan and ensure that these are up to date. It was further noted that the action plans should all be referenced to the Welsh Assembly Government Single Equality Scheme.
- It was agreed that a timetable for production of the draft scheme would be put together with reference to each of the sections listed on the draft contents page to help identify actions to be carried out in the coming months.

7. Update on WLGA Equality Improvement Framework

The Group were informed that Bridgend had been unsuccessful in its bid to take part in the WLGA EIF pilot project.

8. Feedback from Equality for Disabled People Event

The Group were informed that the event had been well attended and a success for all the partner organisations that took part. It was noted that the points that were raised in the discussion groups would be used to inform the development of the disability equality section of the Corporate Equality Scheme.

- It was agreed that the Policy and Performance Management Officer would include the points raised in the discussion groups in the meetings with CEMG representative officers about their directorate's action plan.

9. Any other business

None.