

Corporate Equality Management Group

NOTES

Location:	Level 4 Conference Room Civic Offices, Bridgend	Date:	6 August 2010
		Time:	10 – 11.30am
Attendees:		Agenda:	
David MacGregor - Assistant Chief Executive, Corporate Development & Partnerships (chair)		1. Apologies	
Linda Smith - Policy & Performance Management Officer, Corporate Development & Partnerships		2. Notes of CEMG 20 May 2010	
B Davies - Customer Services Manager, Resources Directorate		3. Matters arising	
G Ennis - Head of Central Administration, Communities Directorate		4. Minutes of Cabinet Equalities Committee 19 July 2010	
D Beeke - HR Business Partner, Corporate Development & Partnerships		5. Matters arising	
J Brooks - Policy & Business Development Manager, Wellbeing Directorate		6. Update on EIA	
Les Jones – Partner & Commissioning Manager, Children’s Directorate		7. Training needs survey – summary of findings	
Rhiannon Crocombe - Administrative Assistant, Corporate Development & Partnerships (notes)		8. CEMG programme for future meetings	
		9. Items for next meeting	
		10. Any other business	
		Next meeting: 2 September 2010	

Item	Comments	Actions
1	Apologies	
1.1	None received.	
2	Notes of CEMG 20 May 2010	
2.1	Approved.	
3	Matters arising	
3.1	LS advised that she has met with MB and MT regarding training and guidance for school governors on the new Equality Act. The discussion had provisionally agreed that 2 cluster training sessions could be as a pilot, possibly by LS.	LS

3.2	The group welcomed these proposals. It was suggested that the training sessions should be targeted at governing bodies where equality issues have arisen recently and that governors should be urged to attend future training to bring them up to speed with the new Act. It was suggested that a statement to this effect needs to come from the relevant corporate director, and possibly the relevant cabinet member.	
3.3	It was also suggested that LS attend a future meeting of the local primary and secondary head teachers to raise awareness of the importance of governors attending the training.	LS/MB
3.4	It was agreed that a further discussion on this matter needs to be held outside of CEMG, involving H Anthony, T Guy, LS and DRM – LS is to arrange.	LS
3.5	LJ also agreed to raise the matter at his DMT meeting.	LJ
4	Minutes of Cabinet Equalities Committee 19 July 2010	
4.1	DRM took the group through the minutes. DRM commented that Members had acknowledged that it will be challenging to deliver against all the key issues due to the limited resources available in the public sector.	
4.2	DRM drew the Group's attention to the discussion on the equalities in the workforce report which was presented to the Cabinet Committee - Equalities. It was noted that good progress is being made in this area, which needs to be maintained in the current climate. DRM commented that these reports will in future be more meaningful as well as more concise.	
5	Matters arising	
5.1	LS confirmed that she will circulate to CEMG the presentation on the new Equality Act given to the Cabinet Committee - Equalities meeting.	LS
6	Update on EIA	
6.1	The group noted the revised version of the EIA toolkit based on input from Corporate Management Board and changes in the reporting protocol for the Authority.	
6.2	It was confirmed that the 'checked by' section on page 12 of the EIA toolkit is to prompt a directorate, not a corporate, check. It was agreed that LS should verify who within each directorate is to be responsible for this role. JB confirmed that she will be happy to fulfil this role for Wellbeing.	LS
6.3	It was noted that the corporate report template is to change as of 1 September, and that G Jones will send an email with a link to the new template.	
6.4	DRM and LS circulated a letter sent to the Chief Executive from the Equality and Human Rights Commission, along with a corresponding advice note, regarding EIAs of financial decisions.	
6.5	It was asked that CEMG be mindful of the points raised within the letter and advice note, and ensure that EIAs are carried out on or at least initiated in relation to the budget proposals which are to be considered following the autumn spending review (when the level of cuts required will be confirmed and the schedule will be finalised).	ALL
6.6	DRM also agreed to raise this matter with CMB and CEMG representatives agreed to alert officers within their service areas. LS confirmed that she will email around the letter and advice note to CEMG representatives so that they may circulate it electronically.	DRM/ALL LS

7	Training needs survey – summary of findings	
7.1	LS took the group through the summary, clarifying that a good representation of responses had been received.	
7.2	It was agreed that the training needs identified in the report will require further discussion at the next CEMG meeting. The group highlighted the need to match the training requirements identified by managers with the requirements of the posts. Concerns were expressed that managers may have identified training for their staff which is desirable, but not necessarily essential.	
7.3	It was noted that the remit of the survey was to ask managers what training they would like their staff to receive from the menu given and indicate demand; further work will need to be undertaken to establish what training is essential for staff, and to identify numbers of staff.	
7.4	Information can be revised to reflect training that has now been delivered since the summary was produced. It was noted that Trent holds a record of what staff have done what training.	
8	CEMG programme for future meetings	
8.1	LS reported on the Cabinet Committee - Equalities programme for future meetings agreed at the last meeting. Members expressed an interest in hearing more about carers, especially young carers. LJ commented that an event is being run for the siblings of disabled children, some of whom may be happy to talk to the Members about their experiences.	
8.2	It was suggested that the Committee meeting scheduled for 7 March 2011 could be dedicated to young carer issues.	LS/LJ
8.3	LS will circulate the draft future work programme for CEMG to representatives to be finalised at the next meeting.	LS
9	Items for next meeting	
9.1	The list was noted.	
10	Any other business	
10.1	None.	