

**Corporate Equality Management Group**  
**11 May 2011**

**NOTES**

<b>Attendance</b>	
David MacGregor	Assistant Chief Executive - Performance
Jean Gregson	Children's directorate
Paul Williams	Human Resources
Judith Brooks	Wellbeing directorate
Helen Hammond	Corporate Improvement Team
Gary Ennis	Communities directorate
Sue Evans	Organisational Development
John Davies	Communities directorate
Rhiannon Crocombe	Corporate Improvement Team
<b>Apologies</b>	
Bev Davies	ICT & Property

<b>Agenda item</b>		<b>Action</b>
<b>1</b>	<b>Apologies</b>	
1.1	Recorded above.	
<b>2</b>	<b>Notes of CEMG meeting held 17 February 2011</b>	
2.1	Approved.	
<b>3</b>	<b>Matters arising</b>	
3.1	3.1: It was noted that SE and DRM have met with VALREC re: training and that SE will meet with Darren Ralph again to take this forward and put together a training programme.	SE
3.2	3.4: PW reported that it has not been possible to produce a detailed action plan on EO monitoring for this meeting as responsibilities and methodologies are still to be established between HR and ICT. PW confirmed that he would bring the plan to the next meeting of CEMG.	PW
3.3	3.5: JB confirmed that she has followed through on the Trem y Mor access issue and has spoken with the relevant head of service and managers, who are putting training in place which will ensure that this situation does not repeat itself.	JB

3.4	4.2: HH confirmed that the revised EIA toolkit and guidance is now available on the intranet. It was agreed that this needs to be communicated by CEMG members to their various service areas by emailing a link to the relevant webpage.	ALL
3.5	8.1: HH to circulate link to the webpages to CEMG to circulate.	HH
3.6	It was noted that the Cabinet Committee – Equalities Forward Work Programme has now been set until the middle of 2012, though it was noted that any other items which become relevant can be added to the programme as and when via HH. It was agreed that the Forward Work Programme should be regularly reviewed at CEMG and should become a standing item on the meeting agenda.	HH
3.7	<p>It was noted that the following reports will go to the Cabinet Committee – Equalities on 23 May...</p> <ul style="list-style-type: none"> <li>• Workforce</li> <li>• VALREC SLA</li> <li>• Welsh language web pages</li> </ul> <p>...but that these reports do not appear on the agenda for today's meeting. It was noted that all items submitted to the Cabinet Committee – Equalities should be coming to CEMG beforehand. DRM confirmed that he wanted to see all of the above mentioned reports before they are circulated to the Committee.</p>	PW / HH
4	<b>Discussion – potential implications and approach for implementation of the Public Sector Equality Duties</b>	
4.1	HH took CEMG through the briefing paper, highlighting the salient points and outlining her recommendations. CEMG considered and debated various points within the briefing paper. It was noted that guidance on the implementation of the Public Sector Equality Duties, which Adele Baumgardt (AB) was commissioned to draft, has not yet been published. All agreed that deciding on next steps without having had sight of the guidance was very difficult, and that to be able to make progress and be in a position to report on progress to WAG in Autumn 2011, the guidance is needed as soon as possible. HH clarified that the briefing paper will also be submitted to the Cabinet Committee – Equalities to update them further to their contribution to the consultation process last year.	
4.2	It was agreed that an outline plan needs to be written clearly setting out what work needs to be done, by who and within what timescales, in order to meet the requirements. It was agreed that HH should chase the EHRC for the anticipated guidance publication date which will greatly assist with this planning process. It was noted that there is little sense in starting any significant work in relation to the new duties until the guidance is provided, though it was agreed that work could commence at least on identifying the gaps which will need to be addressed.	HH
4.3	It was agreed that HH should contact AB to establish if she is able to come and meet with DRM/HH and then attend a CEMG planning session to provide a steer on the guidance (if the finalised version is still being awaited from the EHRC, or else help officers interpret the guidance if it has been published by then). It was agreed that HH should seek to arrange for	HH

	AB to attend a special meeting of CEMG at the end of June. It was asked that should any of the CEMG representatives be unable to attend the meeting in June they send an appropriate deputy to attend in their place. It was suggested that after this meeting, it will be possible to map out the key actions over the next 12 months, which can be circulated more widely.	
4.4	CEMG agreed that the SEP should form one stand alone document, of which every service area will be expected to take ownership.	
4.5	It was noted that CEMG dates for 2011/12 need to be set now the provisional Cabinet Committee – Equalities dates have been released.	HH
4.6	It was suggested that if CEMG members should want to circulate the briefing to other officers, they should remove the recommendations section before doing so.	
4.7	JB informed the group that the Wellbeing directorate has kept a log of all the EIAs it has completed and of the issues the EIAs have identified. An action plan has been developed in response to issues that the EIAs have identified as needing to be responded to. It was suggested that this action plan could help inform the gap analysis which will need to be completed. All agreed it would be useful for CEMG to receive feedback from every CEMG member as to what the EIAs within their service areas have identified as actions that need to be taken and issues that need to be resolved. It was agreed that this information should be brought to the next regular CEMG meeting.	ALL
5	<b>Matters arising from Cabinet Committee – Equalities 8 March 2011</b>	
5.1	It was noted that GVA Grimley will attend the next meeting of the Cabinet Committee - Equalities on 23 May.	
5.2	GE referred to p.79 of the minutes, and clarified that Communities directorate staff generally work in and around the public, rather than directly with them, which would explain the low take up of customer service and deaf equality training within the Communities directorate. SE commented that in the past training had been offered to all staff, but in the future it will be specifically aimed at those staff who need the training and who will be able to put it to use - SE confirmed that she would clarify this point at the next meeting of the Cabinet Committee - Equalities.	SE
6	<b>Cabinet Committee – Equalities 23 May 2011</b>	
6.1	<b>Draft agenda</b> – approved subject to amendment of title of item 7 to 'VALREC SLA'	HH
6.2	<b>Draft annual report on the Corporate Equality Scheme</b> – HH took the group through the report. JG confirmed that she needed to revise the wording in relation to action 60. JG updated the group on a relevant situation which she is investigating. It was suggested that those actions which cannot be progressed due to circumstances outside of the authority's control should not be flagged as red but should be 'suspended'. It was asked that any further comments on the report be forwarded to HH as soon as possible.	JG  HH  ALL

6.3	<p><b>Draft annual report on the Welsh Language Scheme</b> – HH distributed a letter from the Welsh Language Board re: arrangements for reporting on performance in 2011, clarifying that the report had been written in accordance with the wishes laid out therein. GE raised a concern that the communications team have not until recently been enforcing the instruction that both the Welsh and English versions of web pages should be uploaded in tandem. GE reported that it was agreed that this instruction would be enforced as of October 2010. DRM confirmed that he would look into this. As regards the paragraph on complaints received using the medium of Welsh or regarding the provision of services via the medium of Welsh, JB queried whether it would be useful to include mention of complaints received by the social services complaints office as well as by the corporate complaints office. HH agreed that this would be helpful. It was noted that the annual report will be translated into Welsh and submitted to the Welsh Language Board once it has received approval from Cabinet Committee – Equalities, and will also be published on the authority’s website.</p>	<p>DRM</p> <p>JB</p>
7	<p><b>Community Cohesion Strategy</b></p>	
7.1	<p>JD outlined the process of developing the Strategy and took the group through the draft report for Cabinet Committee – Equalities. DRM suggested that paragraph 4 should outline the process in terms of when the Strategy will go to the Community Safety Partnership and then to Cabinet – and needs to explain in paragraph 1 that the Strategy is going to the Committee for information at this stage and will come back to the Committee for adoption once it has been through this process. DRM also suggested that the report needs to introduce the presentation that will be given by GVA Grimley within paragraph 1, and confirmed that the report needs to address ‘Cabinet Committee – Equalities’ rather than ‘Cabinet’. DRM asked to see a finalised version of the report once complete.</p>	<p>JD</p>
8	<p><b>Items for the next meeting and any other business</b></p>	
8.1	<p>It was clarified that a special CEMG meeting will be held at the end of June with AB, and that the next regular meeting should take place in the middle of July.</p>	
8.2	<p>JG informed the group that as Les Jones is retiring next week, officer responsibilities in the Children’s directorate are being re-jigged, as such the Children’s directorate CEMG member will change and this will be JG’s last meeting. JG’s replacement on CEMG is yet to be confirmed.</p>	