

**Corporate Equalities Management Group**  
**21 October 2011**

**NOTES**

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

<b>Agenda item</b>		<b>Action</b>
<b>1</b>	<b>Apologies</b>	
1.1	None.	
<b>2</b>	<b>Notes of 3 August 2011</b>	
2.1	Approved.	
<b>3</b>	<b>Matters arising</b>	
3.1	3.1 03/08/11: PW reported that the pre-pilot employee data collection exercise had begun with a small number of staff in HR. It was noted that the pilot exercise (involving HR/ OD, ICT & Property) would start at the end of October.	
<b>4</b>	<b>Equality Impact Assessments</b>	
4.1	Communities – GE confirmed that he has raised the issue of EIA completion with the Director at a DMT meeting. GE has looked at all Cabinet reports submitted by Communities to produce a list of EIAs undertaken, and has asked Group Managers to provide him with copies of all EIAs appearing on this list. GE is still waiting on a number of EIAs. The majority of those that he has received have not progressed to part B.	
4.2	BD is to circulate a copy of the ICT & Property log which she brought to the meeting.	BD
4.3	BD reported that Property officers have stated that they haven't received EIA training. BD will raise this at SMT and ask for the names of those	BD

	officers who need training but haven't yet received it.	
<b>4.4</b>	It was agreed that going forward, all EIAs will go to the relevant CEMG directorate/ service area representatives for quality checking before the reports to which they relate are submitted to Cabinet/ Council, and before they are passed onto PW/ RC for publication.	ALL
<b>4.5</b>	PW will quality check the EIAs for HR/ OD.	PW
<b>4.6</b>	RC will ask the Assistant Chief Executive to nominate an officer to quality check the EIAs for Legal and Regulatory and to attend future CEMG meetings.	RC
<b>4.7</b>	RC will ask the Chief Accountant to nominate an officer to quality check the EIAs for Finance.	RC
<b>4.8</b>	DRM clarified that he wants CEMG reps to identify all EIAs undertaken within their directorate/ service area as of January 2011, and record details of these on the EIA log and action plan template provided to them. It was noted that the EIA logs and action plans will not be published – they will be reviewed by CEMG every 6 months as part of our internal monitoring process.	ALL
<b>4.9</b>	All EIAs will need to be passed to PW/ RC in due course for publication on a dedicated webpage within the BCBC equalities webpages in April 2012.	ALL
<b>4.10</b>	Concerns were expressed that the questions within the current EIA toolkit are too vague, and do not prompt officers sufficiently to consider all the equalities issues relating to the decision/ policy of which they are assessing the impact.	
<b>4.11</b>	It was agreed that PW/ RC should investigate what EIA toolkits other authorities are using and look to improve BCBC's based on examples of best practice identified. JB also confirmed that she would make some suggestions for improvement.	PW / RC / JB
<b>4.12</b>	It was suggested that once the toolkit has been updated, senior managers in the authority should receive targeted refresher training on EIAs – specifically on what their role and responsibilities are in relation to EIAs.	
<b>4.13</b>	It was agreed that RC should ask Julie Bryant for an up to date list of all the senior managers within the authority, SE will then develop a proposal for how to take things forward in terms of training for this group. It was agreed that training should highlight that EIAs are more than a form filling exercise, and that managers should be shown some examples of 'good' and 'bad' EIAs rather than just be informed about the requirements of the legislation. It needs to be communicated to senior managers that their role in monitoring EIAs to ensure they are done properly is key.	RC / SE
<b>4.14</b>	It was also agreed that the internal BCBC webpage which currently provides a link to the EIA toolkit and guidance should provide links to some examples of best practice.	PW / RC

4.15	It was also suggested that completion of EIAs could be included as a topic for discussion within senior managers appraisals.	
4.16	All agreed the importance of officers being open and upfront in an EIA if it is anticipated that the proposed decision/ policy will have a negative impact on any of the protected characteristic groups, as well as identifying the mitigating actions that are being taken/ will be taken to minimise this impact.	
5	<b>Training</b>	
5.1	SE updated the group on the Members training which is now being rolled out. It was suggested that Members be provided with some more experiential information – perhaps some anonymised examples of local equalities issues which have arisen. It was also suggested that training for Members should include a discussion around acceptable terminology.	SE
5.2	SE updated the group on Welsh language training. It was noted that staff training to promote the language as well as meet business need is continuing.	
6	<b>Action for Hearing Loss (formerly RNID) ‘Louder than Words’ Charter</b>	
6.1	SE confirmed that a programme of deaf awareness and ‘start to sign’ training is about to be rolled out to a number of customer service based staff within the authority.	
6.2	SE briefed the group on the requirements of the charter. The group agreed that working to achieve the charter would be a positive step for the authority to take in showing its commitment to d/Deaf or hard of hearing staff and customers. It was agreed that work to achieve the charter should begin with the Customer Service Centre. SE and BD are to liaise on this.	SE / BD
6.3	SE also informed that group about a hearing check service for staff which Action for Hearing Loss can offer. SE was asked to progress this.	SE
7	<b>Welsh Autistic Spectrum Disorder Aware Scheme</b>	
7.1	SE outlined the scheme to the group. It was agreed that raising awareness of ASD would also be a positive step for the authority to take, and that the development of an e-learning module could be managed relatively easily. SE was asked to progress this.	SE
8	<b>Matters arising from Cabinet Committee – Equalities meeting held 22 August 2011</b>	
8.1	None.	
9	<b>Cabinet Committee – Equalities meeting to be held 30 November 2011. Review of key papers</b>	
9.1	DRM confirmed that he would read the four draft reports provided by PW/ RC and return them with comments.	DRM
9.2	JB confirmed that the report on support for carers would be sent direct to DRM for comments.	JB / DRM
9.3	The group discussed the report on the draft equality objectives and	PW /

	revisions to the wording were considered.	RC
<b>9.4</b>	The group noted that it is intended that the SEP will be a concise, meaningful summary of equalities related activity in the authority, and that appendices will include relevant data and supporting information. It was further noted that key actions drawn from each of the objectives will feed into business plans, so that they may be monitored at QBR.	
<b>9.5</b>	JB suggested that the possibility of including an objective specifically on disabled access in general (to buildings/ the physical environment) be explored.	PW / RC
<b>9.6</b>	NS confirmed that the authority employs a school bullying coordinator, who should be involved in discussions re: developing an objective around school bullying.	PW / RC
<b>10</b>	<b>Standing item – review of Cabinet Committee – Equalities forward work programme</b>	
<b>10.1</b>	It was noted that the report on the benefits review will go to the committee at their February 2012 meeting.	
<b>10.2</b>	JB confirmed that she will begin work on the report for the committee's February 2012 meeting regarding accessible information for social service users.	JB