

MINUTES

10am – 12noon, 24 June 2014
Lecture Room, Friends Meeting House

Attendance:

Councillor Bill Randall, Lead Member for Communities & Equality, Brighton & Hove City Council (Joint Chair)
 Geraldine Des Moulins (Joint Chair) & Third Sector Equalities Representative (Disability)
 Chris Cooke, Third Sector Equalities Representative (LGBT)
 Doris Ndebele, Third Sector Equalities Representative (BME)
 Laura Williams, Third Sector Infrastructure Representative
 Kirsty Walker, Third Sector Communities Representative
 Andy Staniford, Head of Communities, Equality & Third Sector, Brighton & Hove City Council
 Liza Kite, Communities, Equality & Third Sector, Brighton & Hove City Council (Secretariat)
 Annie Alexander, Public Health, Brighton & Hove City Council
 Valerie Pearce, City Services, Brighton & Hove City Council
 Ramona Booth, Brighton & Hove Clinical Commissioners Group
 Kerrin Page, Kent, Surrey & Sussex Community Rehabilitation Company
 Inspector Gareth Davies, Sussex Police
 Councillor Mo Marsh
 Councillor Dee Simson

Apologies:

Robyn Kohler, Learning Partnership (Adults)
 Karin Divall, Adult Social Care, Brighton & Hove City Council
 Mark Matthews, East Sussex Fire & Rescue Service
 Jane Lodge, Clinical Commissioners Group (Ramona Booth in attendance)
 Chief Inspector Helen West, Sussex Police (Inspector Gareth Davies in attendance)
 Simon Newell, Brighton & Hove Connected

Discussion		Action
1.	Welcome & Introductions	
1.1	Welcome was extended to the group by the Joint Chairs; Councillor Bill Randall and Geraldine Des Moulins and introductions made by colleagues in attendance.	
1.2	Geraldine Des Moulins agreed to Chair the inaugural meeting.	

Discussion	Action
<p>2. Background to the new group: Geraldine and Councillor Bill Randall set the context around the new Partnership. The merger of the City Engagement Partnership and City Inclusion Partnership had been agreed at a joint workshop in December 2013. The newly formed group brings together the engagement and equality agenda into one Partnership under Brighton & Hove Connected (formerly Local Strategic Partnership, LSP). The group were thanked for their support with the transition to the new Partnership and welcomed new members in attendance.</p> <p>It was acknowledged that the newly formed Partnership provides an opportunity of working more collaboratively, avoiding duplication in work areas and activities, and provides a conduit for shared learning and opportunities to champion equality and engagement within the city. The Joint Chairs acknowledged the difficult times being experienced by partners with stretched resources and challenges around welfare changes.</p>	
<p>3. Discussion: Terms of Reference (TOR): Andy Staniford presented an overview of the operational framework of the newly formed group and led discussion on the draft Terms of Reference.</p> <p>For reference, under agenda item 4 the new Partnership name was agreed by majority vote and will be called Equality & Inclusion Partnership (Equip). To avoid confusion, reference to the new name will be made within minutes recorded.</p>	AS to update TOR
<p>3.2 Workstreams</p> <ul style="list-style-type: none"> Action Plan to be appendix to Terms of Reference <p>AGREED 2014 work-streams identified in the TOR with addition of following:</p> <ul style="list-style-type: none"> Creating Communication Strategy Focus on Needs Assessment: Disability <p>Add within Other areas for work-plan:</p> <ul style="list-style-type: none"> City wide approach to Equality Monitoring Consultation on Brighton & Hove City Council Equality & Inclusion Policy & Equality Impact Assessment (due for revision 2015) <p>The group discussed about working smarter around setting priorities; acknowledging reduced capacity; to ensure that as a</p>	

Discussion	Action
<p>Partnership that there is a focus on what is achievable and not reinventing work previously undertaken through the City Engagement Partnership/City Inclusion Partnership.</p>	
<p>3.3 Operational Framework</p> <ul style="list-style-type: none"> • Add in operational framework diagram showing relationship between Partnerships of Brighton & Hove Connected • Add in element around influence within mapping/linked groups 	
<p>3.4 Subgroup/Linked Groups</p> <ul style="list-style-type: none"> • To include definition of Sub Group/Linked Groups/Task and Finish Groups • Agreed preference for Task and Finish groups that will take place with agreed deadlines for completion of activity • Add in Standing Groups: Disability <p>AGREED: separate piece of work to be facilitated by Andy Staniford to capture linked groups/partnerships of EquiP members</p>	AS
<p>3.5 Membership</p> <p>It was noted that Third Sector Equalities Representation at EquiP had been agreed through an election process. Although each Third Sector Equality Representative is representing a protected characteristic group: BME, Disability and LGBT they have an overarching equality remit.</p> <p>It was AGREED that BHCC representation does not need to cover every service. Andy Staniford to agree representation. As part of the EquiP agenda setting process additional council representatives may be asked to attend in support of areas being discussed.</p>	AS
<p>3.6 Challenges</p> <p>Andy informed the group that there is no dedicated funding for the Partnership. Once the work-plan and projects of the group are agreed, partners may be asked to financially contribute to activity.</p> <p>BHCC have agreed with Community Works to be the secretariat for the main Partnership; but will not be able to service every sub-group/task and finish group</p> <p>A request was made for support in terms of rooms/refreshments of future meetings.</p>	

Discussion		Action
3.7	<p>Facilitation AGREED:</p> <ul style="list-style-type: none"> • Focus actions around Task and Finish groups • Include role of members <p>Meeting Frequency AGREED:</p> <ul style="list-style-type: none"> • Quarterly • Agenda to be agreed by Joint Chairs, in consultation with Partnership 	
4.	<p>Formally recognising the new group Choices were explored and new names were suggested by the Partnership. By majority vote the new name of the group was AGREED: Equality & Inclusion Partnership (Equip).</p>	
5.	<p>Work-plan Priorities AGREED:</p> <ol style="list-style-type: none"> 1. Sustainable Communities Strategy: Communities Chapter. Sub-group: Andy Staniford (Lead), Geraldine Des Moulins, Ramona Booth, Laura Williams and Chris Cooke (Annie Alexander to input to draft): AGREED to prepare for next EQUIP meeting. 2. Community Engagement Framework Refresh: it was agreed that there were no radical amendments required; discussions to include launch and implementation: Sub-group Andy Staniford (Lead) and a Community Works representative (Laura Williams to identify) 	<p>Sub-group</p> <p>Sub-group</p>
6.	<p>Any Other Business</p>	
6.1	<p>Moneyworks: Cllr Randall provided information on Moneyworks which is a council funded initiative (successful bid through Community Banking Partnership Commission) being launched in September 2014. Moneyworks will bring together a range of local partners to deliver joined up services that support Brighton and Hove residents to develop an integrated approach to promoting Financial Inclusion. Moneyworks partners include Brighton and Hove Citizens Advice Bureau, B&HCC, Money Advice and Community Service (MACS), East Sussex Credit Union, Whitehawk Inn, The Bridge, The Hangleton and Knoll Project, Brighton Unemployed Centre Families Project and Toynbee Hall.</p>	

Discussion	Action
<p>Kirsty Walker provided information on the Community Money Mentors training offered within communities.</p>	
<p>6.2 Woodingdean Library – Councillor Dee Simson informed the group that the new Woodingdean Library, opened in June 2014, is combined with a medical centre providing more facilities and services to residents.</p>	
<p>6.3 Kent, Surrey and Sussex Community Rehabilitation Company (KSSCRC): Kerrin Page provided an update on changes within the Probation Service. Under the Government’s Transforming Rehabilitation programme major changes have and continue to take place in probation. The Secretary of State served notice on the Surrey and Sussex Probation Trust (SSPT) and all other Probation Trusts in England and Wales and their contracts with him to deliver probation services finished at the end of May 2014. From June 2014, probation services are now being delivered through a new National Probation Service (NPS) and through Community Rehabilitation Companies (CRC).</p> <p>The CRC for this region will cover Kent, Surrey and Sussex. The NPS for this region, the South East, will cover Surrey, Sussex, Kent, Norfolk, Suffolk, Hertfordshire, Bedfordshire, Northamptonshire, Essex, and Cambridgeshire.</p> <p>The NPS will manage those offenders assessed as presenting a high risk of harm to others. This includes sex offenders and those convicted of serious violence. The NPS will prosecute breaches, carry out all other court work, and operate probation hostels (Approved Premises). The NPS will also provide the Victim Contact service, currently provided by Trusts, to the victims of serious violent or sexual offences</p> <p>CRCs will carry out all other work including the supervision of Community Orders, Community Payback and post-release licences. It also includes much of the supervisory and rehabilitative work, such as Integrated Offender Management and substance misuse treatment carried out in partnership with a range of agencies. The Government are running a competition to sell the 21 CRCs. The successful bidders will undertake the work of the CRC on a ‘payment by results’ basis. The Government expect to hand over the CRCs to the new owners by the end of the 2014.</p>	

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	New legislation will mean that everyone released from prison - including those sentenced to less than 12 months – will receive supervision and rehabilitation by the CRCs. The probation service is currently empowered to work with people sentenced to more than 12 months in prison.	
6.4	FED Centre for Independent Living: Joined up city; joined up services conference – Geraldine extended invitation to the above event taking place in the afternoon/evening of 25 June 2014 at the Corn Exchange in Brighton. Although the workshops are full, a number of guest speakers; panel discussion on social inclusion and an evening celebration and commemoration event are included within the event.	
7.	Date of Next Meeting: To be confirmed; beginning of October 2014 <ul style="list-style-type: none"> • 10am – 12noon on 23 October 2014 – Bill on leave – Geraldine to Chair • 10am – 12noon on 20 January 2015 – Bill to Chair • 10am – 12noon on 16 April 2015 – Geraldine to Chair Locations to be confirmed	
7.1	Items to be discussed at October meeting <ol style="list-style-type: none"> 1. Formalise Terms of Reference 2. Draft work plan to be agreed 3. Draft Communities Chapter to be agreed 4. Taking Account 3 – Laura Williams to present 5. BME Needs Assessment/Disability/Trans – Nicky Cambridge to be invited to present <p>AGREED</p> <ul style="list-style-type: none"> • Request that any PowerPoint presentations be limited to a few slides • Be explicit to anyone invited to attend to present around context of invitation; what the group want from presentation. 	
Summary of Abbreviations and Partnerships/Services referenced in minutes: EQUIP: Equality & Inclusion Partnership TOR: Terms of Reference B&HCC: Brighton & Hove City Council		SSPT: Surrey and Sussex Probation Trust NPS: National Probation Service CRC: Community Rehabilitation Companies

Discussion		Action
CCG: Clinical Commissioners Group KSSCRC: Kent, Surrey & Sussex Community Rehabilitation Company	Community Works: formerly Community & Voluntary Sector Forum Brighton & Hove Connected (formerly the Local Strategic Partnership, LSP)	

AGENDA PLANNER

Note: actual agenda to be determined by Joint Chairs.

Meeting	Potential Items
23 Oct 2014	<ul style="list-style-type: none"> • Terms of Reference: sign off • Sub Group / Linked Groups matrix • Discussion: Sustainable Communities Strategy: Communities Chapter • Presentation: Taking Account 3 • Discussion: Workplan 2015 Prioritisation • Presentation: BME/Trans/Disability Needs Assessments • Discussion: City Tracker Survey Results • Discussion: Citizen and State •
20 Jan 2015	<ul style="list-style-type: none"> • Sign off 2015 Workplan •
16 Apr 2015	<ul style="list-style-type: none"> • 2015 Workplan Update •
Jul 2015	<ul style="list-style-type: none"> • 2015 Workplan Update •
Oct 2015	<ul style="list-style-type: none"> • 2015 Workplan Update • Workplan 2016 Planning • BHCC Equality & Inclusion Policy Review (consultation)