

MINUTES

10am – 12noon, Wednesday, 12 November 2014
Meeting Room, Friends' Meeting House

Attendance:

Geraldine Des Moulins (Chair) & Third Sector Equalities Representative (Disability)
Emma McDermott, Communities, Equality & Third Sector, B&HCC
Liza Kite, Communities, Equality & Third Sector, B&HCC (Secretariat)
Becky Woodiwiss, Public Health, B&HCC
Carolyn Bristow, Children's Services, B&HCC
Councillor Mo Marsh, B&HCC
Councillor Liz Wakefield, B&HCC
Valerie Pearce, City Services, B&HCC
Jane Lodge, Clinical Commissioners Group
Sergeant David Palmer, Sussex Police
Kerrin Page, Kent, Surrey & Sussex Community Rehabilitation Company Ltd
Kirsty Walker, Third Sector Communities Representative
Laura Williams, Third Sector Infrastructure Representative
Mel King, East Sussex Fire & Rescue Service

In attendance

Nicky Cambridge, Corporate Policy, B&HCC Council (item 5)

Apologies:

Councillor Bill Randall, Lead Member for Communities & Equality, B&HCC (Joint Chair)
Councillor Dee Simson, B&HCC
Chris Cooke, Third Sector Equalities Representative (LGBT)
Doris Ndebele, Third Sector Equalities Representative (BME)
Annie Alexander, Public Health, B&HCC (Becky Woodiwiss in attendance)
Karin Divall, Adult Social Care, B&HCC
Chief Inspector Helen West, Sussex Police (Sergeant Palmer in attendance)
Robyn Kohler, Learning Partnership (Adults)
Mark Matthews, East Sussex Fire & Rescue Service (Mel King in attendance)
Simon Newell, Brighton & Hove Connected

Discussion		Action
1.	Welcome & Introductions	
1.1	Welcome was extended to the group by Geraldine Des Moulins (Chair) and introductions made by colleagues in attendance. Apologies were noted.	
2.	Minutes of previous meeting and matters arising Minutes of 24 June 2014 were agreed as an accurate record.	
2.1	Sustainable Communities Strategy Communities Chapter: Emma McDermott introduced herself to the group. Emma has recently returned from maternity leave as the Head of Communities, Equality and Third Sector at Brighton & Hove City Council and will be leading on the finalisation of the Communities Chapter; discussed at the June 2014 meeting. The final draft version will be circulated to EquIP members for consideration at the beginning of December; to be informally signed off by EquIP at the January 2015 meeting.	EMc
3.	<p>Discussion: Terms of Reference (TOR): a revised version of the TOR had been circulated to EquIP prior to the meeting; amendments agreed with the Chair prior to circulation. Emma McDermott informed the group that the main revision to the circulated paper had been to sharpen focus around the purpose of the Partnership. EquIP were asked to consider the revisions and the following amendments were agreed: -</p> <p>Purpose:</p> <ul style="list-style-type: none"> To add in collaboration and <u>engagement</u> (builds in engagement and equality focus of previous partnerships to the newly formed EquIP group) Definition of <u>public service*</u> and <u>community resilience</u> to be added (outcome focused). <p>Membership:</p> <ul style="list-style-type: none"> *List public services (as defined above) Extend invitation to University of Brighton and National Probation Service to join EquIP Check Business Representation (Chamber). <p>EquIP agreed that following the above agreed amendments the TOR can be formally signed off by the Partnership.</p>	EMc

Discussion	Action
<p>4. Work Plan 2014/2015</p> <p>Following discussion the following three key priorities were agreed as areas for EquIP to oversee in 2015.</p> <p>Disability Equality Assessment (DEA): A Trans Equality Scrutiny (B&HCC) and a BME needs assessment (BME assessment undertaken through joint partnership arrangements) have been undertaken in the city. Emma McDermott reported that there is inadequate information on disability across the city and is a priority area for the council to progress in 2015. It is a key area for EquIP to take a governance role in 2015. The focus will be on an equality assessment rather than a needs assessment; 'need' having negative connotations. The group discussed the following: -</p> <ul style="list-style-type: none"> • Timescales: Emma reported that B&HCC identifies the disability assessment as a priority area of work. Discussions are progressing within the council to secure internally resources to progress this area of activity. Once agreed it is the intention of starting the DEA in the New Year • Agree governance structure through EquIP to support the project, to include discussion around facilitating a community led steering group • Scope: to agree and be clear on the scope: all-encompassing or are there critical issues that need to be prioritised? • To ensure wide engagement across the city. Emma confirmed that the scope would include children and young people • Look at information that is already available as a starting point for the project. Examples provided: Countability, Snapshot reports, council budget impact assessments, and data sets from public services. Becky Woodiwiss referred to the Joint Strategic Needs Assessments (JSNA) which could feed into the Disability Equality Assessment; reference made to the dementia needs assessment and child mental health • Learning from the BME and Trans equality assessments around experiences and principles of approaches • Look at intersectionality of Trans and BME assessments around disability • To consider that as the demography of the city changes, the needs of protected characteristic groups may change <p>Community Engagement Framework (CEF) refresh: The Community Engagement Framework was developed in 2008 through the former Brighton & Hove Strategic Partnership and sets out the strategic aims and guiding principles for community engagement within Brighton and Hove. Emma reported that the actions from the CEF need to be reviewed; to consider progress/non-progress of actions under each priority area. It was agreed that the CEF should be re-launched and championed through the EquIP</p>	

Discussion	Action
<p>partnership. Emma McDermott to form a sub-group to review the policy and toolkit (update language and definitions). Kirsty Walker, Laura Williams and Jane Lodge agreed to be on the sub-group. EquIP representatives interested in participating to contact Emma.</p> <p>Influencing Map and Strategy: as identified within EquIPs TOR 'partnership members will act as a conduit to their linked groups to support the aims of the Partnership', to take a lead role and provide challenge/ influence change on engagement and equality practices. To begin this process a mapping exercise will be undertaken to inform which members attend which partnerships/forums - proforma to be circulated with minutes (<i>appendix 1</i>). An example was provided around representatives attending the City Employment & Skills Steering Group (refreshing activity around the City Employment Skills Plan) as representatives of their organisations and would also advocate as an EquIP member. The next step would be to agree priority places to target influence and any support members might need.</p>	<p>EMc</p> <p>Attached</p>
<p>5. BME Needs Assessment: Nicky Cambridge from the Corporate Policy and Communities team of B&HCC presented to the group. Nicky explained that the BME and Trans equality assessments were unique bespoke processes. The BME assessment report aims to provide a snapshot of information on BME people living in the city, draws on data intelligence sets from statutory agencies and provides extensive information across many services, i.e. children & young people, families, neighbourhoods, housing, health and wellbeing, community safety, culture and leisure, employment and skills, etc.</p> <p>Please find attached: -</p> <ul style="list-style-type: none"> • Link to the BME full and Snapshot report • Understanding our city and reducing inequality presentation: <i>appendix 2</i> <p>Discussion points: -</p> <ul style="list-style-type: none"> • BME Needs Assessment funding: £35k through CCG, £20k from Communities, Equality & Third Sector team and £10k from Housing • Information contained within the report pertains to data and not voice • Action within the council's corporate plan and commitment to consider all protected characteristics within equality impact assessments including budget EIAs • What the data informs: transient student populations, lower older BME population; access to services and intervention often at intensive/critical stages; education achievement levels (EAL). • Actions for services around data analysis: Closing the Gap - referenced within discussions around work that is progressing around EALs (children 	<p>Attached</p>

Discussion	Action
<p>and young people) <i>appendix 3</i></p> <ul style="list-style-type: none"> Information that is useful to learn from the report to inform future strategies and engagement activity: an example provided by Laura Williams around the refresh on the volunteering strategy, i.e. barriers in access opportunities to volunteering Barriers to gaining employment, in particular around qualifications of migrant populations and comparators to British qualifications (exploitation of charging by organisations to convert qualifications) Opportunities that are being developed around targeted employment initiatives: Sussex Police contacted local BME forums/community groups around work experience/shadowing opportunities within the Police. 	Attached
<p>6. Citizen & State: Sam Warren's presentation deferred until January 2015. Emma McDermott explained that the presentation informs an area of work being developed through B&HCC Corporate Policy and Communities team around demand management theories and principles that need to be explored with increasing budget reductions and pressures on services: how do we work together (State) with communities more collaboratively; how do we collectively meet need and minimise demand on public services? Emma to circulate paper on demand management <i>appendix 4</i>, to inform future discussion at Equip.</p>	Attached
<p>7. Updates</p> <p>7.1 Kent, Surrey and Sussex Community Rehabilitation Company (KSSCRC): Kerrin Page provided an update from the June meeting on changes within the Probation Service. Following the government's reform of probation services as part of the transforming rehabilitation programme a new National Probation Service and 21 Community Rehabilitation Companies across England and Wales were formed. The CRC has awarded preferred bidders for its 21 contract areas; SEETEC Business Technology Centre Ltd is the preferred bidder for Kent, Surrey and Sussex CRC. Laura Williams asked about the Third Sector involvement within the SEETEC bid. Kerrin informed the group that it is anticipated that the contracts will build on existing partnerships. The Chief Executives are due to meet and briefings to staff will begin in December 2014. Contracts will begin in the New Year.</p>	
<p>8. Date of next meetings:</p> <ul style="list-style-type: none"> 10am – 12noon on 20 January 2015 – Cllr Bill Randall to Chair 10am – 12noon on 16 April 2015 – Geraldine Des Moulins to Chair <p>Locations to be confirmed: please e-mail Liza Kite (liza.kite@brighton-hove.gov.uk) if you are able to offer a room for approximately 25 people with</p>	

Discussion	Action	
refreshments.		
<p>8.1 Items to be agreed: January meeting</p> <ol style="list-style-type: none"> 1. Terms of Reference to be agreed 2. Draft Communities Chapter to be agreed <p>Progress Updates:</p> <ol style="list-style-type: none"> 1. WorkPlan 2015/16: progress update on three key priority areas: <ul style="list-style-type: none"> • Disability Equality Assessment • Community Engagement Framework • Influencing Map & Strategy <p>Discussion topics/presentations: <i>please note that if you would like the opportunity to bring an item to EquIP please contact Emma McDermott (emma.mcdermott@brighton-hove.gov.uk). Agenda setting takes place with the Chair two weeks prior to the meeting.</i></p> <p>January 2015 meeting:</p> <ol style="list-style-type: none"> 1. Citizen & State (deferred from November meeting) 2. City wide Connect: Connecting the Services (Keith Beadle) 3. Community Insight demonstration <p>Future meetings:</p> <ol style="list-style-type: none"> 1. Social Value Scrutiny Panel (B&HCC) 2. Race Equality Strategy (Hospital) 3. Volunteering Strategy 4. CCG equality based engagement work and engagement showcase <p>Note: above not listed in any priority order.</p>		
<p>Summary of Abbreviations and Partnerships/Services referenced in minutes:</p> <p>EquIP: Equality & Inclusion Partnership TOR: Terms of Reference B&HCC: Brighton & Hove City Council CCG: Clinical Commissioners Group KSSCRC: Kent, Surrey & Sussex Community Rehabilitation Company</p>	<p>NPS: National Probation Service Brighton & Hove Connected (formerly the Local Strategic Partnership, LSP) CEF: Community Engagement Framework DEA: Disability Equality Assessment</p>	