

MINUTES

Tuesday 18th October, 10.00 am – 1.00 pm
Stanmer Room, Brighthelm Centre

Present

Graham Bourne	BHCC, Revenue & Benefits
Carolyn Bristow	BHCC, Children's Services
Lucy Bryson	BHCC, Community Safety
Jane Cossutta	Kent, Surrey & Sussex CRC
Gareth Davies	Sussex Police
Geraldine Des Moulins	Joint Chair & Third Sector Equalities Representative (Disability)
D Humphreys	BHCC, Corporate Policy
Karen Kingsland	BHCC, Supported Employment
Cllr Leo Littman	BHCC
Hanan Mansi	Community Works
Emma McDermott	BHCC, Communities, Equality & Third Sector
Emma Snowdon	Brighton & Hove NHS CCG (representing Jane Lodge)
Kirsty Walker	Third Sector Communities Representative

In Attendance

Mike Holdgate	Brighton & Hove NHS CCG
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Apologies

Annie Alexander	BHCC
Cllr Emma Daniel	Joint Chair & BHCC
Barbara Harris	BSUH NHS Trust
Melinda King	East Sussex Fire & Rescue Service
Jane Lodge	Brighton & Hove NHS CCG
Councillor Dee Simson	BHCC

Action

1. Welcome & Introductions

The Chair welcomed everyone to the meeting and introductions were made. Apologies, as above, were noted.

2. Minutes of the Last Meeting and Matters Arising

The minutes of the meeting on 19th July 2016 were agreed as an accurate record. All actions to be reviewed at the January meeting.

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<p>3 Briefing on International Migrant Needs Assessment</p>	
<p>Lucy Bryson took the meeting through the briefing on the International Migrant Needs Assessment.</p>	
<ul style="list-style-type: none"> It was noted that defining migrants was complicated, particularly in deciding when someone stopped being a migrant. The qualitative work would focus on risk and vulnerability, including individuals that might have been trafficked into the city. A sub-group of the Project Steering Group would be set up to develop and oversee the engagement element of the work. 	
<ul style="list-style-type: none"> To ensure city-wide scrutiny and engagement with the results of the work, the report would be brought back to EquiP as it progressed and on completion. 	LB
<ul style="list-style-type: none"> It was agreed that the Trans Needs Assessment format would be used as a template for this work as it was very engaging. 	LB
<ul style="list-style-type: none"> Outcomes of the work would be greater engagement with migrants and an increased feeling of inclusion. 	
<ul style="list-style-type: none"> GD said that Sussex Police would like to be more involved as they valued engagement as much as enforcement, particularly with regard to vulnerable communities. It was suggested that GD could be on the sub-group. LB and GD to discuss and agree outside the meeting. 	LB/GD
<ul style="list-style-type: none"> LL asked if there would be involvement and input from elected representatives in the needs assessment. LB explained that Member input into the survey would be useful and agreed that it would be circulated to Members when ready. 	LB
<ul style="list-style-type: none"> GDM commented that it is often difficult to engage with some of the very small migrant communities and had this been considered when designing the engagement plan. LB said this had, but that suggestions and offers of help and support would be welcomed. It was felt that EU nationals would be the most difficult to engage with but most likely to be experiencing work exploitation. 	

Action

4 Participation and Community Assurance Committee (PARC)

- Mike Holdgate explained that his role with the Brighton & Hove Clinical Commissioning Group (CCG) was to bring specific knowledge about patients and public experience, as well as to ensure that their voice was being heard and was embedded in the work. MH clarified that his role was to seek assurance that the voice was heard, not to represent. There is a raft of engagement mechanisms for their voice to be heard by the CCG, ie community development work.
- The PARC remit was to put patients at the heart of the CCG and ensure that the CCG was being flexible and responsive to patients. This happened in a wide range of ways, eg surveys, social media, focus groups, Patient Participation Groups (PPGs), equalities engagement groups and is set out in the CCG's Patient and Public Engagement Strategy.
- The PARC sub-committee of the governing committee had been established a year ago. MH said that this had been a positive move, as previously there had been a feeling that the patient and public voice was not being heard coherently and consistently across the CCG.
- BHCC, Community Works, Public Health, Healthwatch CEO and the PPG network are represented on the PARC. Plus, all key officers from the CCG – lead commissioners, Chief Officer, Head of Communication, Engagement and Complaints.
- All GPs should have PPG as part of their contracts. The link of information flow had greatly improved.
- Commissioning CD was very innovative of B&H CCG – not many do – to ensure that vulnerable voice was heard.
- An internal audit was in progress to ensure that the PARC was making a difference.
- The voice of people with English as a second language was discussed often at the PARC to ensure their experience and concerns were heard.

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- ES highlighted that more data was needed to provide commissioners with the evidence.
- All CCGs, including GPs, had a responsibility to produce Equality Delivery System.
- It was noted that PPGs were effective but were not the only way for voices to be heard.
- PPGs would be able to access third sector infrastructure support in due course as part of the small groups network run by Community Works.

5 Update on Fairness Commission – Priorities & Role of Equip

Nicky Cambridge from the council's Policy team updated the group on progress with regard to a response to the launch of the Fairness Commission's report at the end of June 2016.

- It was noted that the Fairness Commission (FC) report contained 117 recommendations, many of which were already underway. However if these still came out as recommendations then we need to look at why.
- A cross party Elected Member Working Group (MWG) had been set up and had undertaken an initial prioritisation of the recommendations, pending further information on budget implications. The MWG was very aware that communities should be part of the prioritisation process, and that the FC had been unable to do this due to time constraints.
- NC explained that whilst the council was prioritising a set of the recommendations, many services and organisations were still taking on board the other recommendations and considering how to incorporate/ influence their work.
- NC explained to the meeting the MWG criteria for agreeing the prioritised recommendations was:
 - Represent value for money and in particular do not involve recurring costs;
 - Do not duplicate existing work and effort;
 - Have the maximum impact on fairness and poverty;

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- Are within the council's gift to influence;
 - Were considered by the public and communities contributing to be of high importance;
 - Are achievable and realistic;
 - Bring innovation or best practice from elsewhere to the city;
 - Empirically highlight areas where improvement or further action is required.
- It was noted that the BHCC budget decision-making process would consider the allocation of funding to support the recommendations prioritised by the MWG.
 - Brighton & Hove Connected would be running a workshop on 14th November to engage with partners on delivery of the recommendations.
 - It was noted that the FC would reconvene in January and July 2017 to offer a critical challenge to the response.
 - NC explained that the council's NCE Committee would have a governance role in the implementation of the recommendations. EquIP was asked to consider whether it wished to have a role in governance or whether there were concerns they would wish to raise.
 - LL proposed that the FC should be asked for their views on the recommendations that had been prioritised. It would be very important to look at those already 'under way'.
 - CB was concerned that EquIP's role didn't add any additional layer of performance.
 - GDM supported EquIP having a governance role in relation to the FC. The partnership discussed what its role should be and agreed that it should have responsibility for the actions that the BHCC Communities Team had been identified as lead for, plus five others that it felt were pertinent to its terms of reference. Partnership to agree these five at its next meeting in January 2017.

All
Partnership
members

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6 Findings and Recommendations of the Race Equality in Employment and Skills Research

EMcD took the group through the presentation.

The group welcomed and praised the research and the recommendations, which were thorough and clear respectively. Several partners around the table said they would be taking the research back into their organisations.

The partnership was concerned that the recommendations, similar to the findings in the Fairness Commission, would not be actioned. EMcD explained that four action groups had been established to deliver the City and Employment Skills Plan. The services actions were particularly focussed on communities furthest from the labour market and would be taking on board the recommendations of this research and those of the next item on the Equip agenda.

The Partnership requested that an update on how the recommendations had been taken on board be reported to the group at an appropriate date.

EM

7 Findings and Recommendations of the Disability Employment Research

The group welcomed the research report and agreed with the recommendations.

The Partnership looked forward to hearing an update from the Services Action Group on how the recommendations had been taken on board.

8 Partnership Priorities for 2017

EMcD explained that the Partnership needed to set its priorities for 2017. She suggested the following as possibilities:

- Leadership on the Collaboration Framework
- Equalities skills development in the city, starting with Equip
- Cumulative impact on spending cuts
- Fairness Commission delivery and oversight

The group felt that these were good suggestions, but it was agreed that members would go away and consider from their organisation/sector perspective

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Action

what they would suggest and for the partnership to agree its priorities at its meeting in January 2017.

9 Dates of future meetings

All meetings 10.00 am – 12.00 noon

17 th January 2017	Bridge Community Education Centre
Tuesday 25 th April	Ivory Place
Tuesday 18 th July	Friends Meeting House
Tuesday 17 th October	Venue tbc

Summary of Abbreviations and Partnerships/Services referenced in minutes:

BHCC: Brighton & Hove City Council
BME: Black & Minority Ethnic
CCG: Clinical Commissioning Group
E&I Policy: Equality & Inclusion Policy

Equip: Equality & Inclusion Partnership
FC: Fairness Commission
PARC: Participation and Community Assurance Committee
PPG: Patient Participation Group