

## MINUTES

Tuesday 19<sup>th</sup> January 2016

10.00 am – 12.00 noon

Lecture Room, Friends Meeting House, Ship Street, Brighton

### Present

Duncan Blinkhorn	Community Works
Graham Bourne	Revenue & Benefits, BHCC
Carolyn Bristow	Children's Services, BHCC
Jane Cossutta	Kent, Surrey & Sussex CRC
Geraldine Des Moulins	Joint Chair & Third Sector Equalities Representative (Disability)
Karin Divall	Adult Social Care, BHCC
Barbara Harris	BSUH NHS Trust
Chris Lau	Community Works
Cllr Leo Littman	BHCC
Jane Lodge	Brighton & Hove CCG
Emma McDermott	Communities, Equality & Third Sector, BHCC
Kirsty Walker	Third Sector Communities Representative

### In Attendance

Sarah Tighe-Ford	Communities, Equality & Third Sector
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### Apologies

Cllr Emma Daniel	Joint Chair & BHCC
Melinda King	East Sussex Fire & Rescue Service
Simon Newell	Brighton & Hove Connected
David Palmer	Sussex Police
Joanna Rowland-Stuart	LGBT Community Safety Forum/Community Works
Kamini Sanghani	SEETEC
Councillor Dee Simson	BHCC
Brian Warren	Business Representation (Chamber of Commerce)

### Action

1. **Welcome & Introductions**
  - 1.1 GDM welcomed everyone to the meeting, round the table introductions were made by those in attendance and apologies were noted, as above.
2. **Minutes of previous meeting (15<sup>th</sup> October 2015) and matters arising**
  - 2.1 Corrections  
The minutes of the meeting were accepted as an accurate record of the meeting.

## Action

### 2.2 Matters Arising

#### 2.2.1 Equip & the Fairness Commission

Julia Reddaway had now contacted Brian Warren about Radio Reverb.

#### 2.2.2 Draft Disability Equality Report

EM had now spoken with John Guzek about data on the number of people accessing food banks and data around hearing loss.

#### 2.2.3 Launch of Equalities Profile

It had been agreed that a launch event for the Equalities Profile would be held for Brighton & Hove Connected members in April/May 2016, to tie in with B&H Connected priority-setting in March. The event would focus on engagement. Kate Gilchrist to undertake preparation work. Members of Equip to be invited.

#### 2.2.4 Community Engagement Framework

Sam Warren had been working on putting together the 21 different volunteer documents from across the council into one coherent policy document for volunteers. It was agreed to ensure that key people from the Volunteer Coordinators Forum (VCF) were connected with this work.

SW/EM

### 3 **Brighton & Hove Clinical Commissioning Group Engagement Approach**

Jane Lodge gave a presentation on 'Engaging with 'traditionally excluded' groups'. The presentation is attached to these minutes. The group discussed the presentation and the following key points were made;

- The existing understanding of the need for engagement to be done differently for different groups must not be lost through commissioning. JL to consider how to improve the identification and sharing of techniques and methods across the engagement groups, liaising with engagement workers and with senior executives like GDM, and report back to the group.
- JL acknowledged that it was not possible to be certain that groups and organisations engaged with accurately reflected the communities they represented, but those organisations were considered to be the experts and used Key Performance Indicators.
- Following the BME consultation, the Trust for Developing Communities (TDC) had been commissioned to undertake the BME engagement work. JL confirmed that although there had been some delay, the project was now on target. It was

JL

**Action**

noted that the CCG had not communicated well with the community about this work, and JL confirmed that this would be addressed.

**JL**

- With regard to linking the work of the council and the work of the CCG, EM confirmed that conversations were ongoing about this and learning from engagement would help develop these links. Jess Harper from Adult Social Care had been invited onto the Health Engagement Group.
- It was noted that the challenge of forward planning and improving ways of working would be addressed through the Directorate Equality Groups (DEGs). DEGS would be asked to flag their key engagement work and priorities for the year ahead. This knowledge would be shared and would help the council's engagement work go forward in a more structured way. EM confirmed that this work would be done over the next few months.
- It was agreed to review the language used in documents about disability to avoid the over-use of words with negative and potentially self-fulfilling connotations, such as 'housebound'.
- GDM suggested also looking at common barriers across the issues.

**ALL**

GDM thanked JL for her presentation.

4 **The Power of Volunteering Pledge**

EM explained the background to and purpose of the Power of Volunteering Pledge (PVP).

It was noted that the PVP had been well received at the City Management Board in December, and was due to go to the NCE Committee on 25<sup>th</sup> February. B&H Connected would then arrange a launch and an Action Plan would be produced to go to the VCG and the City Management Board. It was agreed that the Action Plan would come back to Equip.

**SN**

EM invited comments on the PVP;

- It was acknowledged that training and support for volunteers was currently somewhat fragmented, although a significant amount of voluntary sector specialist training was available. It was agreed to look further at this, together with the issue of whether, where work was commissioned, it would be cheaper to provide volunteer training from the commissioning budget.
- It was also agreed to consider the issue of access for volunteers to training that would normally be available only to staff, in commissioned work, including the 'Connect & Share' resource.

**Action**

- There was some discussion about whether best use was being made of the Volunteer Centre and Volunteer Coordinators Forum. GDM commented that the Council should communicate more with the CVS as they were the experts on volunteering. The University also had considerable experience and expertise in this area. It was suggested that the VCF would be an appropriate place for this development to happen.
- EM to feed the above comments on volunteer training back to the VCG. **EM**
- It was noted that the council would sign up to the Volunteering Pledge at the NCE Committee on 25<sup>th</sup> January. The VCG currently sat under Brighton & Hove Connected and would monitor the implementation of the PVP. Equip would also be monitoring it.
- EM confirmed that B&H Communications Department was involved with this, recognising the importance of promotion of the PVP.
- Cllr Littman pointed out that the examples given in the document focussed only on individuals seeking to advance their careers through volunteering, and requested that this be revised to include older people, as a significant majority of volunteers in the city were aged over 65. EM to feed this back. **EM**
- It was noted that the City Tracker showed that people giving unpaid support amounted to 15% across the population, compared with 8% nationally, but that this was higher in the older age category. EM to add the City Tracker summary to the minutes. **EM**

**5 Update on BME Equality Projects – for information and comment**

**5.1 BME Communities & Primary Care**

The BME Needs Assessment Steering Group (BMENAG) had commissioned a piece of work researching and mapping BME communities in three areas of the city, in terms of their relationship with Primary Care, and focussing on identifying difficulties in accessing healthcare and various benefits. TDC had provided two community researchers to undertake this work, which was in progress and due to report at the end of February. The report would be taken back to the BMENAG.

**5.2 BME Communities & the City Employment Skills Plan**

The BMENAG had agreed to engage a consultant to undertake a specific piece of research to feed into the CESP, addressing the issue of access to employment. A tender and interview process had taken place, but an appointment had not been made and the work would now be re-tendered, following revision of the tender. Cheryl Finella had confirmed that although the CESP was due to complete in

		Action
	<p>March, the outcome of this research would still be fed into the CESP. The tender would be discussed with delegates at a Fairness Commission and CESP event with BME people that evening at the Brighton Centre.</p>	EM
6	<p><b>Update on Disability Equality Project</b></p> <p>The Equip Disability Equality Sub-Group had agreed to engage a consultant to undertake a piece of work with employers, using resources available from the council and B&amp;H CCG. STF had produced a draft tender document, which the sub-group would shortly agree, and the work would then put out to tender in early February with the aim of appointing a consultant by the end of March. JL agreed to be on the selection panel. It was noted that the CESP was due to complete in March, but the result of this work would feed into the CESP in due course.</p> <p>GDM, with Job Centre Plus, had approached the Minister for Work &amp; Pensions about funding to trial a project supporting businesses in overcoming barriers to disabled people accessing employment.</p> <p>EM to circulate a link to the final version of the Disability Equality Snapshot to the group.</p> <p>GDM asked for the group's thanks to be passed on to John Guzek for his excellent and speedy work on the DESS. The group noted with regret that JG would shortly be leaving the council.</p>	EM  GDM  EM  EM
7	<p><b>Equality Impact Assessments</b></p> <p>STF explained the recent Budget EIA consultation process involving all Directorates and partner organisations. Two consultation events had been held in December which had brought out a number of specific points and queries and these had been fed back to Service Leads for revision of EIAs. Revised EIAs were due to be submitted by Thursday 21<sup>st</sup> January. All EIAs would then be quality-checked and cumulative impacts would be assessed.</p> <p>Discussions at the consultation events had been wide-ranging and focussed on a number of key issues. STF had produced a short summary of these discussions, which she would send to Community Works for circulation.</p> <p>The consultation events had brought forward requests for greater engagement with the budget process throughout the year, specifically more regular consultation meetings, and this was being considered.</p> <p>STF confirmed that where mitigations were identified, these would be monitored through the quarterly reporting under Performance Monitoring.</p>	STF

	Action
<p>GDM requested that good practice arising out of the Budget EIA process, and information on monitoring of mitigating actions, should be brought back to this group at the end of the process.</p>	EM
<p>DB advised the group that that Community Works was in the process of putting together a position statement summarising feedback received about the budget and this was due to be completed by the end of the week. DB to send the position statement to EM for circulating to Equip.</p>	DB
<p>It was noted that the recommendations of the Fairness Commission would not impact on the current budget, but its findings and recommendations would impact on future budgets.</p>	
<p>Cllr Littman advised the group that the Local Government Settlement would not be published until the first week in February, and therefore the Administration would not know how much money it had to work with until then.</p>	
<p><b>8 Any Other Business</b></p>	
<p>JL asked whether the group would be interested in hearing more about The Parc, a committee that dealt with strategic equalities issues.</p>	
<p>JL suggested inviting someone from Public Health to talk to Equip about how they did their equalities assessments. EM to speak to Annie Alexander.</p>	EM
<p>Dates for further meetings for 2016 agreed as follows;            Tuesday 19<sup>th</sup> April, 10.00 am – 12.00 noon            Tuesday 19<sup>th</sup> July, 10.00 am – 12.00 noon            Tuesday 18<sup>th</sup> October, 10.00 am – 12.00 noon</p>	
<p>Venues to be confirmed. EM to send electronic calendar invitations.</p>	EM

**Summary of Abbreviations and Partnerships/Services referenced in minutes:**

**B&HCC:** Brighton & Hove City Council  
**BME:** Black & Minority Ethnic  
**BMENAG:** BME Needs Assessment Steering Group  
**CESP:** City Employment & Skills Plan  
**CCG:** Clinical Commissioning Group  
**DEGs:** Directorate Equality Groups  
**EIA:** Equality Impact Assessment

**Equip:** Equality & Inclusion Partnership  
**NCE Committee:** Neighbourhoods, Communities & Equality Committee  
**PVP:** The Power of Volunteering Pledge  
**VCF:** Volunteer Coordinators Forum  
**VCG:** Volunteer Champions Group  
**TDC:** Trust for Developing Communities