

Minutes of the WIP Equality and Diversity Project Team Meeting held on 11 July 2007 at Kennet District Council, Devizes

1. Present

Brad Fleet (KDC)
Di Parkin (Consultant Idea)
Graham Partridge (Consultant Idea)
Amber Skyring (SDC)
Debbie Lardner (NWDC)
Lisa Hayes (WWDC)

2. Apologies - Mary Cullen (WCC Project Manager)

Debbie Lardner kindly agreed to chair the meeting and Lisa Hayes took notes.

3. The minutes of the previous meeting were approved

4. Matters arising

Debbie went through the action points of the last meeting:-

- Translation services is on the agenda for this meeting
- Examples of equalities impact assessments – discussion took place looking at different examples from the Police and the Fire Brigade
- Equalities good practice guide Graham hasn't followed this up and would discuss later
- Salisbury DC diagnostic report – comments had been received from four different people at the end of June, Graham and Di would seek to make agreed changes on the basis of discussions with Amber and would send Salisbury a revised report through.

5. Feedback on Equalities Impact Assessment Training – 3rd July 2007

Mary Cullen had sent through some notes regarding her views on the event these and those views of others were discussed.

Di explained that the training was a product of 'LIFT' and that further material was going to be produced from the event. It was noted that the event attracted different participants, Service Managers and learning and development officers.

Overall comments were:

The training was evaluated as a good event but the venue wasn't suitable and the training had been branded incorrectly. It was billed as a train the trainer event but didn't actually have this element in it.

Useful session and the style of delivery was good. Group set up and the practice of actually completing an impact assessment was helpful. One suggestion was that it would have been useful to see an example of a good and a bad equalities impact assessment and to have one standard template held up as an example of good practice. Most participants believed that their respective delegates would be able to go back to their organisations and run some internal workshops / share the knowledge that had been gained.

Di asked the group how we would build on the training from the 3rd July and whether changes should be made before the event in Salisbury?

Amber Skyring outlined that she believed that the event delivered in Salisbury in September should remain the same.

Di agreed to retain the format but to re-name the event. Di also outlined that the equalities impact assessment template that Wiltshire County Council has produced is a good example.

It was noted that there are remaining places at an event in **Taunton on 19th and 20th July** and that officers who have a responsibility for training should be encouraged to attend.

Action: Amber will organise a venue in Salisbury for the equalities impact assessment training on the 7 September.

6. Customer First Programme – Translation and Interpretation Progress update

Debbie (NWDC) and Lisa (WWDC) provided updates from each of their Council's whereby it was apparent that there was some confusion regarding who from the Customer's Service group was actually leading the project of translation and interpretation. It appeared that the work completed by Customers First at the present had focused on researching the services of different providers but that there wasn't a project plan / or agreed objectives in place defining the purpose of this service.

Action: Lisa to circulate the e-mail that had been sent regarding translation service providers.

Action: Lisa to draft some bullet points as a starting point regarding the purpose and objective of any translation / interpretation service and to circulate these to the group via e-mail.

Action: Wayne Smith from WWDC to be invited to the next meeting as he appears to be taking this project forward on behalf of Customer Services (Lisa will action the invitation)

7. Consultation / engagement event - planning

Graham talked about the paper that he had put together and circulated to everyone prior to the meeting. He needed the group to confirm whether the brief was actually what the partnership wanted him to do. There was discussion surrounding the development of an understanding and skill in consultation and as to what types of information would be helpful and accessible. It was agreed that the event should be County wide aimed at Officers and members. Additionally it was agreed that the event would not be focused on specifically addressing the LAA target and it would not be a

training event. The event should be about learning, information and sharing. The group discussed a suitable venue for the event and Devizes was suggested.

It was agreed to aim for a date in November for this event, and that it is hoped it might attract up to 50 people.

Action: Graham would circulate a draft flyer that detailed possible learning objectives to the group before signing off for wider distribution. Graham would also check with Mary Cullen the budget available for this event.

Action: Brad to find out costs of suitable venues in Devizes and to pass this information to Mary.

8. Procurement event – suggest a venue

Di outlined that a flyer had been circulated to advertise the workshop for procurement officers and leads. The event would look at some suggested model clauses for contracts. **It was agreed that Mary's suggestion of County Hall, Trowbridge should be confirmed as the venue for this event on the 11 September.** Di also outlined to the group that the event would be able to cater for between 15 – 20 delegates.

Action: All to send Di a list of delegate names by the 13 August.

Action: Mary to confirm venue booking with County Hall, Trowbridge.

9. Mapping project – update

Di provided a brief update in respect of this. All forms need to be returned to Di by the **27 July**. It was noted that WCC's groups need to be updated in terms of e-mail addresses. The purpose of this aspect of the project was to create a record of good practice and contacts for expertise on issues / key projects. It was agreed that this item would require discussion at the next meeting.

Action: Mary to put this item on the next agenda for the next meeting.

10. Good practice showcase – programme and planning

Di shared with the group that it hasn't been possible to progress with much work on this as yet. The group agreed that this event could be deferred until **January 2008**.

The group discussed possible involvement concerning the next planned Disability Awareness Day. It was agreed that in general terms the remit of this group was to cover all strands of equality and diversity but that there is a clear argument for the group to have some involvement with this event. This could be an item to discuss at the next meeting.

Action: Di would contact Audrey Ekstrom at WCC regarding the Disability Awareness Event being held on the 4 December 2007.

11. Member development and training programme

Lisa read out an e-mail from Susan Thornton (the WIP Members development rep from WWDC) concerning the progress of some activity and dates of future events. It was suggested that the representatives on this group should talk to colleagues in each of their Council's to gain an update of activity. Debbie was also able to update concerning NWDC's experiences. The point was made that it appeared that Members have been offered considerable training opportunities in this area, but that member attendance had been disappointing. The group noted that it was important that equalities and diversity training is embedded in Members development.

Action: Debbie would obtain evaluation forms from North Wilts Member training events for discussion

Action: Lisa would add a list of key dates and events to the end of the minutes

12. Links with Lift South West

Di provided the group with an update on this project. Using the representatives from this established group with the addition of representation from Swindon a facilitated learning set could be developed. The funding for this project would allow for 8 sessions of approximately 2 hours each and it was envisaged that the first meeting could be arranged for either September or October. The purpose of the group would be to share good practice, discuss ideas and to provide advice concerning equalities themes.

Action: Di would contact Swindon to identify a suitable equalities representative and would propose some dates for the first meeting.

13. A.O.B.

None

14. Date of next meeting

Thursday 20 September 2007 from 9.30 am at West Wiltshire District Council, Bradley Road, Trowbridge.