

7th July 2008
10.00 am – 1.00 pm

Wyre Forest District Council, Stourport on Severn

Attendees: Helen Dolloway (Worcester City Council), Becky Dunne (Wyre Forest District Council), Glyn Edwards (Worcestershire County Council) Rachael Gill (Wyre Forest District Council), Lin Hunt (Worcestershire County Council), Jan Michael Kendall (Graduate Work Experience) Rukhsana Koser (Worcestershire County Council), Claire Mee (Worcestershire County Council – BDT Administrator) Fiona Scott (Bromsgrove District Council), Fozia Yamin (Malvern Hills District Council)

Apologies: Tina Clarke (Malvern Hills DC) Bev Houghton (Redditch Borough Council), Rob Mace (Wychavon District Council) Ted Wood (WMCoe)

Item No	Item, Discussion & Conclusions	Action Item	Person Responsible and Deadline	✓ x
1.	<p>Welcome and Introductions</p> <p>RK welcomed Claire Mee to the meeting. Claire has been appointed as PA / Administrator for this project.</p> <p>RK also welcomed Jan Michael Kendall. Jan worked previously with Rob Mace and is keen to continue in the Equality / Diversity field. He has offered his services free to the Project until end August 08.</p> <p>FS advised that she had work that Jan could help with but needed to speak to her line manager first.</p>	<p>FS to contact JK with to arrange work experience placement.</p> <p><i>(Since meeting FS has obtained agreement and JK will commence his placement at BDC on 14.7.08)</i></p> <p>Claire Mee to arrange with the other partners when JK could spend some time with them.</p>	<p>FS</p> <p>CM</p>	<p>✓</p>
2.	<p>Minutes of the meeting on 8th May 2008.</p>	<p>Agreed</p>		<p>✓</p>
	<p>Matters arising – Project End Date</p> <p>Discussed later in the meeting.</p>			

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	<p>Bromsgrove and Malvern Hills District Councils did not participate in the survey.</p> <p>138 interviews were carried out (80 internal / 65 external / 13 internal focus groups)</p> <p>RG asked if draft report could be issued earlier as she has a meeting at the end of July with the Workforce Practice Group and was hoping to incorporate the Training Needs element. The next meeting of this Group would not be until October / November.</p>			
4.	<p>Risks</p> <p>GE advised that he had sent an e-mail requesting partners to let him know of any risks or general issues relating to the project. As none had been received he presumed progress is OK so far.</p> <p>He advised that there were two high risks – change in guidance for ESLG (new standard) and new project end date.</p> <p>The question regarding project end date is can we complete outcomes and spend all the money by end March 2009? HD stated if we cannot meet this deadline then a good case for change needs to be made to enable Ted Wood to present to RIEP.</p> <p>Regarding Waterhouse his concerns were in regard to the content of their report.</p> <p>Highlight Report</p> <p>RK advised that since last meeting there was nothing new to add. Discussions have taken place regarding the format of the highlight report. It was agreed it would continue in its present powerpoint format with additional reports using the Microsoft Project program.</p>	<p>Partners must notify GE of any issue immediately it arises.</p> <p>GE to update Risk Register</p> <p>Change Request – end date</p> <p>RK to discuss with Ted Wood on 10.7.08</p> <p>Prepare Highlight Report for PSG</p>	<p>ALL</p> <p>GE</p> <p>RK</p> <p>RK</p> <p>RK/GE</p>	<p>✓</p>



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5.	<p>Community Engagement</p> <p>HD advised that she had received participation strategy documents from Stevenage Borough Council, NHS and an auditing tool.</p> <p>In general these documents set out what they are going to do in the community now and what they propose to do in the future.</p> <p>It was also reported that both Lewisham and Mansfield (both at level 3) are noted as being Best Practice Councils.</p> <p>HD had asked them how they managed to routinely monitor services on a day to day basis. She was advised that neither council did monitor daily. FS advised that this daily monitoring only related to level 4.</p> <p>New national indicator set to be investigated in relation to Equality and Diversity.</p> <p>BD stated that there had been no guidance confirmation on new indicator set</p> <p>FY to advise CM as soon as possible when new indicator set is issued.</p> <p>FS / HD stated that from what they had read so far the National Indicator set was more for metropolitan areas as opposed to district level therefore how can it be actioned is not clear, although it is based on Home Office guidance. RK stated implementation could be done collectively.</p> <p>RK / HD to put brief together to assist in whether Participation Strategy should go out to tender or remain internal before September 08.</p> <p>Community Fairs</p> <p>RK advised that Preeti Sehmi had returned following a period of illness and</p>	<p>HD to circulate links to all partners in relation to strategies.</p> <p>Feedback to HD by 21.7.08</p> <p>FY to circulate list of all Councils at levels 2 / 3</p> <p>FS to investigate what they have done in relation to Participation strategies</p> <p>FS to raise question on communities.</p> <p>FY and BD to undertake work.</p> <p>FY and BD to work together.</p> <p>FS / HD to discuss further</p> <p>All to read guidance with feedback to HD by 21.7.08 to assist in decision making process.</p> <p>Develop brief and timetable for Tender.</p> <p>Wyre Forest DC / Worcester City</p>	<p>HD</p> <p>ALL 21.7.08</p> <p>FY</p> <p>FS</p> <p>FS</p> <p>FY/BD</p> <p>FY/BD</p> <p>FS/HD</p> <p>ALL</p> <p>RK/HD</p> <p>HD/RG/RK</p>	



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	<p>would be working on organisation of the Community Fairs (dates, venues etc). RK requested that those Councils participating in the October events should provide dates to PS as soon as possible.</p> <p>FS advised that she would need to speak to KD, however BDC's next planned consultation event would not be until end of 2009 therefore it might be possible to hold an event in February 2009.</p> <p>FY to speak to JW regarding participation – it was suggested they participate with event jointly with Worcester City Council. RK thought Unity House, Worcester may be a possible venue with the Town Hall again being used for both Wyre Forest and Redditch.</p>	<p>and Worcestershire County Council confirmed October as their preferred date. Malvern Hills / Bromsgrove DC and Wychavon to be held early 2009 however confirmation required from each partner.</p> <p>It was agreed that JK would also provide assistance in this project.</p> <p>Colleagues to liaise with Preeti Sehmi to help secure venues.</p>	<p>RG/HD/BH/ PS 21.7.08</p>	
6.	<p>Capacity Development</p> <p>It was agreed that ESLG is now clearer than it had been (new document still not in line with Audit Commission) and is going down to 3 levels from 5.</p> <p>Working towards excellence classification (only for those Councils at Level 4).</p> <p>FS to revise Stage Plan for 14th August meeting and re present at next joint meeting with discussion following on what are we going to do regarding validation.</p> <p>New framework should be easier. Peer assessment is now the way forward and the Dialogue route is being phased out.</p> <p>FS mentioned an e-mail she had received to attend a conference organised by Claire Gough on 22.7.08 in Birmingham regarding Equality and Diversity. CG has invited Angela Mason to this event. RK advised if her schedule allowed she would attend this conference with FS.</p> <p>FS advised that iDEA are to revise the equality standard following discussion with inspectors – no longer BVPI therefore questionable. RK read out an e-mail to the group by Claire Gough which was not very complimentary to</p>	<p>FS revise Stage Plan</p> <p>ALL – Agreement on Peer Assessment required.</p> <p>FS to circulate e-mail in order other members may attend this conference.</p> <p>CM / RK to circulate CG e-mail.</p>	<p>FS 14.8.08</p> <p>ALL</p> <p>FS</p> <p>RK/CM</p>	<p>✓</p> <p>✓</p>



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	<p>iDEA which will be circulated with minutes.</p> <p>At the launch Angela Mason offered to do the assessments for all the partners for one fixed sum however this has not been confirmed</p> <p>All to look through proposed ESLG framework with feedback to FS by 21st July.</p> <p>It was agreed that feedback would be beneficial prior to the event on 22.7.08 as event may provide answers to many questions. RK / FS to put stage plan together to move it forward.</p> <p>Equalities Bill</p> <p>It was noted that the Age regulation now controversially includes goods/facilities and services.</p> <p>There is to be a unification of acts. It was asked how can disability be brought into line with the others – disability legislation is very different.</p> <p>It was asked whether an internal assessment should be done as not going to get an assessment done on a standard that doesn't exist.</p> <p>GE suggested a small task group be formed for project finish to bring rest up to speed.</p> <p>Capacity Building</p> <p>FS asked what BDC are required to do in taking the lead on capacity building. How involved does it need to be?</p> <p>FS to get information from any trainer on what they are doing in this field.</p> <p>Commissioning Local Labour Market assessment. FS/RK agreed to look at it if it is contained within the framework.</p>	<p>RK to chase AM to confirm her offer in writing.</p> <p>ALL</p> <p>FS / RK</p> <p>ALL to make others aware of the equality bill.</p> <p>FS/RK to agree approach so we are all self-assessing – guidance, collection of evidence.</p> <p>FS / RK to set up if contained within new guidance,</p>	<p>RK</p> <p>ALL 21.7.08</p>	



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	<p>Time recording – all outstanding time sheets to be sent to FS immediately. It was agreed that if time sheets not sent to FS within 2 months (i.e. end June should reach FS by end August) then records will show zero time spent on project.</p> <p>It was asked how the information contained in the timesheet would be utilised. FS stated it would provide evidence on the contribution of each of the partners. GE stated it would also provide information on how much time is actually spent on a project of this size.</p>	<p>CM to assist FS with collation of data.</p>		
7.	<p>Evaluation</p> <p>FY circulated an update on the evaluation of the project. She advised that the first thing that needed to be decided was, is the evaluation to be carried out on the outcomes or on the project itself?</p> <p>RK though it would be a mixture of both although GE stated he felt it would be outcome based.</p> <p>Following a short discussion it was agreed that it would be outcome based.</p> <p>GE said that in order to evaluate the outcomes the project would need to have a baseline to measure against.</p>	<p>RK/FY to work together to get baseline measures in place.</p> <p>GE/RK to speak to TW</p>	<p>FY/RK 21.7.08</p> <p>GE/RK</p>	
8.	<p>Communication</p> <p>DVD As RM has sent his apologies RK went through his communication report.</p> <p>With regard to the DVD, RM had asked who were the target audience (who are going to see it) and what would be the main content.</p> <p>Small group to be assembled to work towards creation of the DVD. It was suggested that Sophie Gilkes would work with RM plus another member of the PSG. HD thought they could utilise a PSG member for Worcester City although</p>	<p>HD to confirm PSG member available to assist.</p>	<p>HD</p>	



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	<p>she would need to confirm this with her colleague.</p> <p>It was agreed that the County's communication department be involved in this group as they had the experience.</p> <p>It was suggested that an element explaining what diversity means for us could be included. FS stated she had seen from research that difference on diversity used by employers is wide ranging.</p> <p>It was thought that a Frequently Asked Questions section for each of our equality groups be added although this does move it away from services.</p> <p>Working group to be set up to decide on content of DVD and what we are going to do with it once it has been produced.</p> <p>Other Communication Issues</p> <p>In his report RM had suggested a photo library be established with 100 images from each District. He had suggested either one photographer be engaged or each district source their own.</p> <p>After a brief discussion it was felt that enquiries be made with the County communications team first as they may already have pictures in place that could be utilised.</p> <p>GE suggested a County communications team member be present at the next PMT meeting, which was agreed. GE to speak to Carol Thatcher.</p> <p>With regard to the website both HD and BD had information that could be posted onto the website that they will forward to RM.</p> <p>The promotional items to be distributed through the PMT for use at Community Fairs etc.</p>	<p>RM to work with County communication team.</p> <p>FS to distribute research describing what diversity means</p> <p>RM/RK/Cllr R. King/Sophie Gilkes and District Comm.</p> <p>RM to undertake work through County Comms Group.</p> <p>RM to contact County communications team</p> <p>GE to contact Carol Thatcher.</p> <p>HD / BD forward information for website.</p>	<p>RM</p> <p>FS</p> <p>RM/CM</p> <p>RM immediately</p> <p>GE 4.8.08</p> <p>HD/BD 4.8.08</p>	<p>✓</p> <p>✓</p>



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10.	Any Other Business	None		
	Date of Next Meetings	<p>Project Management Team – Monday 4th August 2008, Bromsgrove District Council 10.00 am – 1.00 pm</p> <p>Joint Project Steering Group / Project Management Team – Redditch Room, County Hall, 10.00 am – 1.00 pm</p>	Waterhouse Report	

