

LEICESTERSHIRE COUNTY COUNCIL

EQUALITIES BOARD MEETING

Minutes of the meeting held on Monday 31 July 2017,
Gartree Room, County Hall at 10:00am

Gordon McFarlane	Assistant Director, Corporate Services, Corporate Resources (Chair)
Mike McHugh	Public Health Consultant
Ann Carruthers	Assistant Director, Environment and Transport
Mo Seedat	Head of Democratic Services, Chief Exec's
Donna Worship	Policy Manager, Chief Exec's
Andrew Jeffreys	Policy Officer (Equalities), Chief Exec's
Sana Mahomed	Equalities Officer, Unison
Liz Goodman	Senior Comms Officer and Chair of LGBT+ Staff Network
Rabinder Lail	Family Support Worker and Chair of BWG
Richard Wilding	Service Delivery Business Partner, Strategic and Business Intelligence
Anita Chavda	Community Safety Officer, Children & Family Services
Mandy Baughurst	Learning & Development Advisor
Shaun Miller	Voice Support Worker, Children & Family Services

Apologies

Jane Moore, Diane Scott, Alyson Podmore

Item	Discussion	Action by
Item 1	Welcome – present and apologies See above.	
Item 2a	Minutes of Equalities Board held on 15th May 2017 i. Accuracy There were no points of inaccuracy to record.	
Item 2b	ii. Matters arising Equality Action Plan 2017-18 This was approved by the Lead Member and Chief Executive under the delegated authority arrangements and has now been	

cascaded to DEGs to inform their own departmental equality plans. It will also be presented to CMT and Cabinet meetings and published on the web.

Learning and Development Plan

Mandy Baughurst is now copied into and attending meetings as required.

Item 3 Future Equalities Board Meetings Schedule

GMcF proposed that Equalities Board meetings going forward be moved to quarterly instead of bi-monthly to provide a more appropriate level of scrutiny of equality and diversity work in relation to the Equality Action Plan 2017-18. DW commented that the current scheduling also made it difficult to introduce clearer performance monitoring arrangements and risked Board business becoming too progress-oriented rather than permitting more meaningful analysis of equality trends / issues and developing appropriate responses to them. The Board agreed to adopt a quarterly cycle for meetings starting from Monday, 27th November 2017 as already scheduled.

Action

To cancel the meeting scheduled for 25th September, maintain the November meeting and prepare a revised Forward Plan and Equalities Board schedule

AJ

Item 4 Equality and Diversity Performance update

RW proposed a new dashboard reporting format for workforce profile, completion of mandatory equality and diversity training, Community Survey results and hate crime / incidents. The dashboards are based on Tableau which enables analysis of staff profile against (i) all targets, (ii) by attribute (BME, Disability, Gender, Sexual Orientation, Age) including by Department if required. RAG ratings enable progress to be monitored against specific targets or, where there is no target such as the proportion of women in the workforce, is shown in blue. The inclusion of three-yearly trend lines on the corporate overview dashboard allows workforce data for specific points in time to be contextualised. The dashboard for mandatory E&D training completion rates is simpler but can be viewed both by individual course and departmental results. The Community Based Survey obtains quarterly data on a rolling twelve-month basis in

response to a broad range of questions to assess satisfaction with public services and perceptions of crime and how communities get on. The Hate Incident Monitoring Project shows trend lines and breakdown of type of hate crime in Leicester, Leicestershire and Rutland both individually and collectively.

Action

Links to the Tableau dashboard to be circulated to Board members

RW / AJ

Item 5 **EHRIA review and annual reporting**

AJ commented that the process of discussing the planned EHRIA review with DEGs has started and that there is considerable interest in contributing to this work. Engagement will continue so as to inform the project plan. It was suggested in discussion that some benchmarking against any available best practice or alternative versions (such as for the Melton Mowbray Distributor Road) would also be useful so that the scope of the review was not unduly limited.

The compilation of annual EHRIA completion rates has passed from RW to AJ and, likewise, there has been a shift of reporting responsibility within some of the DEGs as a result of staff changes. This has caused a slight delay in providing a consolidated return for 2016-17.

Action

To circulate a paper to Board members when all required EHRIA completion information has been received.

AJ

Item 6 **Interpretation and Translation service review**

The paper by AJ showed that overall performance of the extended contract had met the specified target thresholds although the issues that had been logged indicated that there was also scope for fine-tuning some operational practice between The Big Word and LCC staff. PEC branch would continue to work with departments to improve these issues. The Board noted the report and next steps.

Item 7 **Hate Incident Monitoring Strategy and feedback**

AC reported on progress against the core objectives for the Leicester, Leicestershire and Rutland Hate Action Plan 2016-18

under the three Strategic Priorities of Raising Awareness, Improving our Response, and Reassuring and Strengthening Communities. Most of the objectives will roll on into 2017-18. Improved e-learning will be launched in National Hate Crime Week in October; this and other events (Pride, Safer Summer, Hallowe'en, Diwali) are used to promote the anti-hate messages and resources produced under the LLR Communication Strategy. Ongoing training includes programmes for primary and secondary schools which will benefit from links established with Teaching Alliances across the county, and hate awareness reporting training for staff at Reporting Centres. Development is taking place around victim mapping and experiences, improving HIMP dashboards to include outcome data, promoting the use of Special Measures during the court process, building / improving linkages to healthcare, Prevent and Keep safe Places work, and establishing mechanisms to identify, record and prevent escalation of community tensions. Priority areas include updating the Stamp it Out website and other web hate content; and to better understand local community demographics (which is mostly reliant on Census 2011 data) as this links with wider community cohesion work.

It was considered that successes to date had been down to the strength of a forward-thinking partnership which, as workstreams progressed, was able to develop responses to new needs like victim support as they emerged. Communication was a significant element of the hate plan and, although the focus was mainly preventative, the potential to celebrate diversity through events like the Great Get Together should also be encouraged.

Action

Discuss options for aligning communications resources (videos etc) to improve awareness of hate issues amongst staff

AC / LG

Item 8 **Policy Officer (Equalities) update**

Disability Task Force

A first meeting of this group had taken place on 5th May to discuss disability-related commitments (Disability Confident, BSL Charter, Change100, Accessible Information Standard) and property issues at County Hall and other LCC buildings. A specific prompt to the facilities review was the Women & Equalities Select Committee report published in April on

Disability and the built environment emphasising the need for the reasonable adjustment duty to be proactive; improvements to the information about disabled access into and around Beaumanor Hall have been implemented as a result. In relation to Change100, a split placement had been arranged between Children & Family Services and Chief Exec's and was progressing well. The next Task Force meeting is scheduled for 8th August.

Trans policy

LCC and public sector partners launched *Trans* equality in the workplace* guidance for managers on 17th May. The Leicestershire Fire & Rescue Service followed this with a Transgender Policy launch event at FRS HQ on 22nd June with speeches by Rik Taylor, PC Dannii Perse and trans activist [Charlie Craggs](#).

Partner organisations are free to use the LFRS document as a template for their own policy. AJ is discussing this with HR (Diane Scott) to ensure that an LCC version is correctly positioned both within the existing policy structure and in relation to the new guidance.

AJ/DS

DEG Seminar

Following the cancellation of a planned drop-in session that had been suggested by CFS to raise staff awareness and interest in the work of the department equality groups, it is proposed to revisit this idea but along more formal lines as a seminar open to all members of staff who currently attend DEGs. Format would be a 10-minute presentation by each DEG on either a key achievement in their department in the past year or any aspect of DEG work that could be improved by cross-working and sharing best practice. The Board supported the proposal but noted that, in terms of timing, the event should not aim to clash with Workers' Group conferences.

Title reporting

Environment & Transport has reviewed all reporting processes that require a person's title to be entered with a view to introducing a gender-neutral Mx category. Guidance was sought from the Board about any similar initiatives in other departments so that a consistent approach could be taken across the organisation. DW commented that this could be considered

alongside other means of improving self-declaration such as through Oracle although the mooted major change to that system meant that a consistent standard would not be available as quickly as hoped. Nevertheless LG suggested this gave time for the Board to decide on and recommend a standard for our future system needs.

Action

- Departments to consider scope for similar process review and change to systems All
- Policy Officer (Equalities) to liaise with Oracle project manager AJ

Item 9 **Update from workers' groups**

LGBT Staff Network

Demand for rainbow lanyards continues to be high and requests for new supplies as batches are ordered are being distributed with a polite request for staff to remember the purpose of showing lanyard wearers' support for LGBT+ people rather than as 'nice to wear' items. GMcF commented that some Members would prefer it if the lanyards did not have the word Staff on them; LG said this was being considered.

The Stonewall WEI 2018 process was underway and evidence is requested from departments by the end of August to meet the final submission deadline of Friday, 8th September. The parallel staff feedback questionnaire is also open with a deadline of Friday, 3rd November. LCC employees are currently being exposed to a number of surveys – the recent staff survey; Oracle improvements; and an impending survey for the Information Commissioner's Office – so the importance of the feedback questionnaire to the overall WEI submission should not be overlooked.

Action

- Departments to consider any suitable evidence for the main WEI 2018 submission and provide to Policy Officer (Equalities) All
- Departments to encourage staff to participate in the feedback questionnaire All

Leicester Pride is on 2nd September and group members will participate through marching in the parade and having a stall; volunteers are being requested to help with these activities.

Black Workers' Group

The BWG had considered the ability and willingness of members to compile a response to the Best 100 Employers for Race competition arising from the McGregor-Smith report on *Race in the Workplace*. As the deadline for this pilot scheme had closed in June, it is intended to monitor the results with a view to a possible entry (with Equalities Board support) in 2018.

Experiences of some group members suggested that the Representative Recruitment Panel Scheme was not sufficiently visible or being applied correctly by managers. DW asked if this was a suitable project for the Recruitment Task Force. GMcF indicated he was happy to take comments on the scheme and guidance material to HR.

Item 10 **Equalities Communications Plan 2017-18**

LG described the strategy and objectives of the draft equality, diversity and human rights communications plan for 2017-18 as well as summarising key activities in the period May-September 2017. Priorities for September-December 2017 needed to be agreed and Board members were invited to flag any suitable items. It was suggested that the Equality and Diversity UK calendar could be used to inform this.

Action

- Meeting to be arranged between Comms, Policy Officer (Equalities) and Workers' Groups Chairs to identify Q4 priorities LG/AJ
- In-house LCC equalities calendar to be compared with the Equality and Diversity UK calendar AJ

Item 11 **Any other business**

DW mentioned that the recruitment process for a new head of service of PEC branch had not resulted in an appointment; therefore the existing interim arrangements would continue.

Date and time of next meeting: Monday 27th November 2017, room to be advised.

Minutes to: Equalities Board, John Sinnott, Cllr. Pam Posnett