

Bristol Race Equality Strategic Leaders Meeting

MINUTES

<i>Date</i>	<i>Time</i>	<i>Location</i>
23 rd January 2019	3pm – 5pm	Room 1P 09, Bristol City Council offices, City Hall.

Attendance:	
Present:	Mike Jackson, (Chair, BCC), Simon Shilton (AFRS), Cllr Asher Craig, Mayur Bhatt (AWP), Helen Sinclair-Ross (BCC), Andrew Mallin (BCC), Lesley Mansell (NBT), Alex Raikes (SARI), Nishan Canagarajah (UoB), Morag Robertson-Morrice (Bristol Community Health), Louise Hutchison (Police).
Present for agenda items:	John Smith (BCC Comms Team) Prof Christine Bamford (Programme Director, 'Stepping Up')
Apologies:	Samantha Chapman (UHB), Steven Neill (UWE), Liz Perry (NBT), Catherine Wevill (CCG), John Smith (OPCC), Andy Bennett (A&S Police), Desmond Brown (CoRE),

No.	Item title
1	<p>Introduction and Welcome</p> <p>The group introduced themselves to Louise Hutchison, John Smith and Prof. Bamford who were attending for the first time.</p>
2.	<p>Apologies</p> <p>As listed above.</p>
3.	<p>Minutes & Matters Arising</p> <p>Minutes from the previous meeting were reviewed, approved and agreed.</p> <p>Andrew updated the group on all actions from the previous meeting which have all been completed.</p>
4.	<p>Communications Plan for the Race Equality Strategic Leaders group</p> <p>Andrew introduced John Smith to the group (Bristol City Council Comms team) who has input in to the development of the Integrated Comms plan and will continue to work on behalf of the group's communications in future.</p> <p>Andrew highlighted the detailed integrated comms plan that was circulated to all group members in advance of the meeting for their information and then proceeded to talk through a presentation related to this.</p> <p>Key points from the presentation were as follows : -</p> <ul style="list-style-type: none"> • This Comms plan was a stated priority for the group for the 2018-19 work plan • Opportunity to tell the story of the group to wider partnership colleagues, all comms leads and stakeholders from community and voluntary sector.

- Share resources around Comms.
- Assist with future funding applications.
- Summary of key comms highlights during 2018.
- Advising members the group's website is now 'live' with the link circulated.
- Key upcoming communications opportunities for 2019.

Decisions :

Agreed - Members present agreed the group title will now formally change to become the 'Bristol Race Equality Strategic Leaders group'. Cllr Craig provided political support of this.

Agreed – A comms network of all partners be formed to ensure joined up co-ordinated future work for maximum impact.

Agreed – BCC to continue to lead on the drafting of comms pieces on behalf of the group in consultation with partners.

Agreed Actions	Lead
Group members to signpost to new website through their own sites.	All members
Group members to ensure they supply Andrew with lead comms contact for each agency by Wednesday 30th January.	All members
Group members to get comms leads to comment and feedback to Andrew on integrated comms plan by 14 th February.	All members
Update on feedback & comms plan to come back to group on 30 th March (including comms lead feedback / proposals on branding).	Andrew Mallin / John Smith
All members ensure good practice cases studies are shared with Andrew for shared learning and inclusion in next annual report.	All members
Andrew to establish a comms network including all key partners.	Andrew Mallin / John Smith
John Smith to update comms plan with agreed actions / title change.	John Smith
Andrew to update group's Terms of Reference to reflect the new title.	Andrew Mallin

5. Governance of the 'Stepping Up' programme – proposal paper

This item was jointly presented by Helen and Andrew and followed the 'Stepping Up' Governance options paper circulated to the group in advance of the meeting. Prof. Bamford Programme Director also attended for this agenda item.

The presentation covered background to the programme and an update on the make-up of cohort 2 (soon to begin) bringing about the pressing need to formalise a governance structure to oversee future work. Other key reasons for the need to formalise governance arrangements included funding being provided by WECA and strategic decisions pending.

Andrew outlined 5 potential governance options to consider with pros and cons raised : -

- Continue with current arrangements
- Form a new stand-alone Stepping Up Governance Board
- Bring Governance under the Race Equality Strategic Leaders group
- Bring Governance under the H.R. Leaders group

- Bring the Governance under Commission for Race Equality

Decisions : -

A discussion was then held regarding these options with the group in approval of the proposed option that the Governance of Stepping Up comes under the Race Equality Strategic Leaders group for the time being.

Andrew and Helen presented the proposed reporting methodology options and the potential role of the group in Governance.

A range of steers were required by Andrew / Helen to progress. The following **decisions were agreed** : -

Decision : The group approved the formation of the first ‘Stepping Up’ Governance Board to be held directly alongside the next Strategic Leaders meeting on 20th March p.m.

Decision : It was agreed that the first Board meeting will allow up to an hour to consider Terms of Reference and reporting framework, as well as the first report. Despite a separate meeting the Governance will still come under the Race Equality Strategic Leaders group.

Decision : The group were also in approval of future conversations with external partners from the private sector with a view to them engaging with the Stepping Up Governance Board, Data product and future Leaders group meeting.

A Governance lead will also need to be identified, potentially the group Chair.

Cllr Craig was in approval with the approach however informed the group that a very recent pitch had been made to WECA for a ‘West of England Leadership Hub’ to include Stepping Up, alongside the Bristol Leadership Challenge and other related programmes as part of a One City approach to tackle inequality. This is a significant bid based over a 3 year period. Should this be successful an overarching Governance structure would form part of all these programmes based in the City Office.

Cllr Craig was in support of this proposal for an interim measure while the WECA bid progresses.

Agreed Actions	Lead
Andrew to make arrangements for all existing Leaders group members to attend the first Board meeting in March.	Andrew Mallin
Andrew to follow up on future engagement and membership with Probation, CPS and Prison service.	Andrew Mallin
Andrew to make follow up enquiries with key private sector partners to gauge interest in engagement on the work of this group.	Andrew Mallin
Reports produced will also be shared with other related groups such as CoRE and the Equalities Network.	Helen Sinclair-Ross
Alex requested that reports cover data on gender, faith, ethnicity and age.	Helen Sinclair-Ross

6. 2nd iteration of the City-wide Race Equality data product – for steer and planning

	<p>Andrew carried out a presentation to the group which began with a reflection on the work undertaken on the 1st iteration of the data product focusing on measures used, lessons learned and key outcomes. The presentation also covered potential issues and opportunities that could arise from version 2 of this data product.</p> <p>The production of this second version was identified as a key priority for the group in the 2019 work plan for the group.</p> <p>Andrew highlighted there has been much progress since the production of the first version which should result in a smoother exercise on this occasion such as the establishment of the CoRE and H.R. Leaders group as well as a fully engaged strategic leaders group. This also puts the group members in a strong position as the Government are currently consulting on a statutory obligation to report all race pay gaps.</p> <p>Some of the potential issues highlighted were the data showing no change or no improvement.</p> <p>A proposed timeline for collation, stakeholder engagement and completion was discussed. Andrew also presented this to all H.R. Leaders at last week's meeting for their input.</p> <p>The following decisions were taken : -</p> <p>Decision - The group wished to produce a 'like for like' product, with the same information and parameters on a city-wide only scale as in version 1.</p> <p>Decision – The group approved measuring trends in version 2 against the first iteration.</p> <p>The group were also in approval of the final version taking the place of a report as well as presentation on this occasion.</p> <p>Decision – The group approved wider partners and private sector being approached to test their interest in engaging with this latest data product or with a future version.</p> <p>Decision – The group agreed to ensure a formal action plan will be drawn up for tackling key issues and highlights following completion of the second data product.</p> <p>Action – Andrew to meet with agencies such as probation and CPS as well as key private sector agencies with a view to testing interest levels on engagement on this work and to report back to the group on progress.</p>
7.	<p>Update on Building Leadership for Inclusion offer</p> <p>Andrew informed the group that following a very positive response rate from all partner agencies we now have 5 scheduled training session events to be held in Bristol during February and March with the ambition of providing the inputs to approximately 200 staff from all partners.</p> <p>A document was circulated to all members showing the list of subjects and dates with the relevant links to the EventBrite site for booking on the sessions. This list has also been circulated widely to organisations.</p>
8.	<p>Update from the Commission of Race Equality</p>

	<p>Cllr Craig updated the group that the Commission held their away day last week and the outcome was that 3 key areas will be focused on for upcoming work on race equality.</p> <p>The three key areas will be : -</p> <ul style="list-style-type: none"> - Education - Criminal Justice - Leadership representation <p>Diversity amongst teachers being a significant focus given the lack of current BAME teachers in Bristol with events being held to target this issue.</p> <p>Cllr Craig and Nishan also raised the lack of resource for the group having an impact on ability to deliver at present.</p> <p>Alex also added that the Commission also need to focus on Governance.</p> <p>Mike suggested it would be helpful for future agenda if the Commission provided a focused update at each meeting on one of the key priorities.</p> <p>Action – Cllr Craig / Desmond to ensure individual updates on each of the three key priorities come to future meetings of the Strategic Leaders group.</p>
9.	<p>Update from the H.R. Leaders group</p> <p>Helen informed the group that attendance continues to grow with a very positive attendance at last week’s meeting. A forward plan of work for the group is now being set with focus on engagement and joint working with all partner staff led groups being an important objective during 2019.</p> <p>Helen advised that Andrew had attended last week’s meeting to present the potential timescales and outline plan for the second iteration of the data product to ensure early engagement with all partners.</p> <p>Dr Habib Naqvi attended to present work being done around Race in the NHS workforce. One focus was on why disciplinary action was disproportionality higher against BAME staff. One of the key causes highlighted was that managers were not confident to have initial early conversations with staff and therefore cases escalated far quicker. Dr Naqvi to come back and present a progress update in 6 months’ time.</p> <p>Mayur also stated that the higher disciplinary levels were also reflective of lower grades within organisations which also should be considered.</p> <p>Work across the group is also ongoing with a view to sharing resources going forward across partners.</p>
10.	<p>Forward plan preview and comms plan update</p> <p>Andrew took the group through the key scheduled agenda items due to come to March’s meeting of the Strategic Leaders group which will now include the first ‘Stepping Up’ Governance Board meeting.</p> <p>Andrew also requested any additional agenda items from partner agencies be sent in.</p>
11.	<p>For information papers : -</p> <p>Police and Crime Commissioners office update – Lammy review</p>

	<p>John Smith had sent apologies to the meeting but provided an update to advise that he will soon be sharing the person specification and job description for the Independent Chair role to progress the Lammy Review work. It is intended that interviews will be held on 10th April with the PCC and Cllr Craig being part of the interview panel.</p>
12.	<p>Any other Business</p> <p>None.</p>
13.	<p>Date and time of next meeting -</p> <p>Wednesday 20th March 2019</p>