

EQUALITY AND DIVERSITY FORUM
7PM TUESDAY 14 APRIL 2015
MEETING ROOM 1, SUTTON CIVIC CENTRE

DRAFT MINUTES

ATTENDEES

Adrian	Davey	Councillor (Chair)
Moira	Butt	Councillor (Acting Vice Chair in the absence of Judy Okeke and Debbie O'Neil)
Pathumal	Ali	Councillor
Nali	Patel	Councillor (Substituting for Councillor Callum Morton)
Stephen	Hawkins	Sutton Vision
Lorri	Dawson	Sutton Refugee and Migrant Network
David	Dickinson	Ecumenical Borough Deans
Ian	Kershaw	Safer Sutton Partnership
Frank	Brown	Sutton Centre for Independent Learning and Living
Richard	Field	Watch Manager, Sutton Fire Station
Colin	Stewart	Executive Head of Education and Early Intervention, London Borough of Sutton (LBS)
Alex	Cossey	Smarter Council Senior Project Manager, LBS
Joanne	Cavey	Senior Project Manager – Matching Skills with Demand, LBS
Patricia	Park	Employer Engagement Officer, LBS
Chiamaka	Iwunze	Care Act Project Manager, LBS
Victoria	Lawson	Head of Policy, Leadership and Governance, LBS
Jisa	Prasannan	Commissioning and Business Insight Officer, LBS
Elizabeth	Chandler	Resident

The Chair communicated the following to the Forum: *This meeting is being held during the pre-election period. We will therefore not allow any questions, statements or discussion that seek to influence the public's support or otherwise for a candidate or political party. Please reserve your comments or questions to factual information only.*

1. APOLOGIES FOR ABSENCE AND DECLARATION OF SUBSTITUTES

Callum	Morton	Councillor
Joan	Parker	Sutton Carers' Forum
David	Parker	Sutton Carers' Forum
Laura	Netley	The Smart Enterprise
Tyrone	Ashby	Sutton Lesbian, Gay, Bisexual and Trans Forum
Judy	Okeke	Age UK (Vice-Chair)
Janet	Smith	Carshalton College
Debbie	O'Neil	Citizens Advice Bureau (Vice Chair)

2. MINUTES AND MATTERS ARISING FROM MEETING ON 11 NOVEMBER 2014

Minutes were confirmed as an official record of events.

3. UPDATE: TERMS OF REFERENCE (Pages 13-16)

Victoria Lawson, Head of Policy, Leadership and Governance updated the Forum on its Terms of Reference (ToR).

The draft version of the ToR had been revised following feedback from Forum members at the last meeting, and were included in the Agenda papers.

Victoria informed the Forum that the Carer's Centre had shared the ToR with the Carer's Forum to help increase carers membership on the Equality and Diversity Forum.

Action: The revised ToR to be published on the new Equality and Diversity webpages.

4. UPDATE: LOCAL ACCOUNT (Pages 17 – 20)

Chiamaka Iwunze, Care Act Project Manager, provided an update on the Local Account. Details are provided in **Attachment A**. Chiamaka explained the purpose of the Local Account and informed the Forum that the process of producing the Local Account for 2014/15 had begun.

She explained that the Council hoped to use the longer timescales this year to engage more with residents and service users. This included involving the E&D Forum. The structure of the report would be similar to last year. They planned to print and distribute more hard copies across the borough e.g. to GP surgeries and libraries, to improve accessibility.

A question was asked about whether there was a record of the ethnicity of people receiving Adult Social Care (ASC) and how this compared with the statistics on ethnicity across the borough. It was also queried whether there was any information on language barriers for people accessing the service. It was suggested that this information, if available, could inform the next Local Account. Chiamaka agreed to find out.

The Forum expressed concern that the number of ASC complaints had risen between 2012/13 and 2013/14. Chiamaka explained that some of these were repeat complaints. Common complaints were delays, lack of communication and lack of care plans. The issue was being addressed through staff training, improving processes to increase the number of queries dealt with at first contact, and improving continuity of social worker.

The Forum suggested the next Local Account should include information on whether social workers were representative of the population of Sutton.

The Forum suggested that where figures on performance were included, it would be helpful to have more benchmarking information. It was also suggested that the service should engage with a broad range of groups across the borough in order to take account of all protected characteristics when co-producing the next Local Account with service users, residents and partners.

The Forum asked whether the next Local Account could have a more prominent position on the website.

Finally, Chi explained that the name “Local Account” would have to remain as it was a commonly used search term across all Councils. However, like last year, the service could add their own wording to this title. Last year it was “How we served you.” Chi welcomed suggestions from the Forum.

Actions:

- **Forum members to contact Chiamaka (chiamaka.iwunze@sutton.gov.uk) if they know of any events at which the Council could take photographs for the next Local Account (with the consent of the people involved).**
- **Chiamaka to find out whether the Council has statistics on the ethnicity of people accessing ASC when compared with ethnicity in the borough and whether this and information on language barriers could be included in the next Local Account.**
- **Chiamaka to liaise further with the Forum on the Local Account 2014/15, via Jisa Prasannan.**

5. OPPORTUNITY SUTTON – MATCHING SKILLS WITH DEMAND (Pages 21-40)

Councillor Davey declared an interest as the local Commissioning Manager for Mental Health at the Sutton Clinical Commissioning Group and his involvement in the Our Place project.

Joanne Cavey, Senior Project Manager – Matching Skills with Demand presented on The Sutton Skills Match Strategy. Patricia Park, Employer Engagement Officer presented on Embracing Mental Health (the delivery of the Our Place Project). Details are provided in **Attachment B**.

Opportunity Sutton – Matching Skills with Demand

Joanne explained she had previously attended the Forum a year ago when the Skills Match Strategy Action Plan had been announced and was now looking for a steer from the Forum on what issues to consider when Opportunity Sutton reviews and revises the Action Plan.

Joanne provided an update on key achievements and future plans.

- ‘Matching Skills with Demand’ conference held and attended by key stakeholders.
- Two targeted intervention projects (for lone parents and over 40’s). In six months, 70 lone parents in the borough had received employment training and advice and 100 residents over 40 had been supported with over 50% of them going into employment.
- Working with Carshalton College to create a STEAM (Science, Technology, Engineering, Arts and Maths) Centre.
- Promoting green skills e.g. Beddington Industrial Estate.
- Working with ASC to develop capacity for social care.
- Big project to create an apprenticeship hub with a focus on higher level skills, in order to create a career path for everybody at every level. Key milestones for this project are to create an online service and also provide a back office functionality. The key challenges would be sustainability and evolution of the service e.g. a physical hub if there is a demand.
- Over next 6-7 weeks, there will be a review of the key achievements over the past year.
- Employability survey has been completed with over 200 local businesses to identify skills need (200 is a small sample size so it needs to be used carefully). Will consider how to share with partners in due course.
- All above projects have come out of an identified need and have used external funding.

A question was asked about how easy it is for businesses to apply for an apprentice as the impression was that the current process was too complex. Joanne explained that this was why the apprenticeship hub was needed as the National Apprenticeship service did not cater for the needs of local businesses. The new apprenticeship hub will be by young people for young people and will broker key relationships with employers and schools.

The Forum questioned why Lone Parents and Over 40s were chosen for the targeted intervention projects. Joanne explained that these two were the most obvious groups to target based on data and rising numbers. Opportunity Sutton had worked with Job Centre Plus to ascertain this data. Joanne explained that we do not know what all the issues are and could perhaps engage with a wider group of partners, but the focus of projects need to be evidence based.

Action: Forum members to email Jisa (jisa.prasannan@sutton.gov.uk) if they have any further comments/suggestions on the Skills Match Strategy Action Plan, to pass onto Joanne Cavey.

Embracing Mental Health

Patricia provided an update on Embracing Mental Health – see **Attachment B**.

The Forum asked whether there was an opportunity for Forum members to get involved with Embracing Mental Health and making referrals as people could have multiple issues, mental health being one of them. Patricia explained that mental health referrals were specifically coming from IAPT (Improving Access to Psychological Therapies), Community Mental Health Teams and Imagine but these teams did have links with other community groups. It was important to ensure conversations between partners continued so that referrals continued to come through to the service.

The Forum suggested that the learning from Embracing Mental Health could be applied to other protected characteristics.

The Forum noted that engagement and training of employers was key and that more conversations were needed with employers on how to overcome barriers to employing people with mental health issues and protected characteristics.

The Forum suggested that as part of the delivery of Embracing Mental Health, the larger employers should also be targeted as well as smaller organisations.

6. REDESIGN OF CHILDREN'S SERVICES (Pages 41-50)

Colin Stewart, Executive Head of Education and Early Intervention provided an overview of the Re-design of Children's Services and sought some initial feedback from Forum members.

Colin outlined the drivers for the redesign including maintaining a broad offer, funding challenges, and recognising the changing policy and financial context.

He emphasised the need to get the balance right between universal, targeted and complex needs.

Work had already been done around early intervention and prevention (bringing early help together in one team) and the Families Matter approach had moved the focus of services from just the child to the child and their family. There was evidence that this was working well so far. The bulk of the redesign would be in the non statutory areas of Children's Services.

The Forum asked whether the service had a sense of the interdependencies between services and the impact of proposed changes. Colin explained that there will be interdependencies but as Sutton

was coming to this later than other Councils, they could learn from the experience of others. The service has and will continue to engage with partners, the voluntary sector and service users as part of the redesign process.

A question was asked about the impact on young people. Colin explained that sometimes the Council and the voluntary sector were targeting the same groups of young people and hopefully the redesign will help address this.

The Forum asked about the groups of young people who could benefit from more engagement. Colin mentioned the traveller community (pre-5 and post-14), young people with the beginnings of drug and alcohol abuse, and young people with mental health issues.

7. CUMULATIVE INTEGRATED IMPACT ASSESSMENT (Pages 51-66)

Victoria Lawson, Head of Policy, Leadership and Governance presented the Cumulative Integrated Impact Assessment (CIIA) to the Forum for consideration.

Victoria explained the purpose of the CIIA – to assess the cumulative impact that could arise as a result of the Council's budget proposals for 2015/16 and the Smarter Council Transformation Programme rather than looking at the potential impacts in silos. Victoria explained that the CIIA considers both potential positive and potential adverse impacts.

The Forum acknowledged that the CIIA was a good approach as it used insight and intelligence, and would be useful to the decision making process. The Forum noted that this was the first annual CIIA, and this approach was likely to develop organically and improve with time.

The Forum asked whether the 7th paragraph on page 11 of the CIIA about Race suggested there was an unmet need with BME households being adversely affected by rent increases. The Forum said it would be useful to know why a high proportion of BME households who were tenants, were not in receipt of benefit.

The Forum agreed that the CIIA could be built on for next year.

Action: The CIIA to return to the Forum agenda in Autumn 2015.

8. HATE CRIME REPORT (Pages 67-70)

Ian Kershaw, Safer Sutton Partnership talked through the Hate Crime Report and commended the work being done by members of the voluntary sector and Forum.

Ian explained that reported hate crime to Police had not changed much since the last report. Reporting through partners had decreased but it was expected to go up in the next quarter. The sanction detection rates for hatred offences had improved since the last quarter but could be further improved. For example, some of the reported hate crime was in relation to traffic wardens and the Police were working with them to improve how they record the harassment they receive – so an improvement in sanction detection rates is expected.

Ian said he had visited Stanley Park School to speak about hate crime, further to a referral from a Forum member. He wasn't able to visit each and every school due to lack of time but there was a PC linked to each school. Forum members suggested digitalising communication with schools on hate crime, in order to reach more students. Ian agreed to talk to staff at the Police station to look into this.

Ian informed the Forum that the Safer Sutton Partnership would be on High Street Sutton on 23 April (10am to 2pm), to promote the service, and welcomed Forum members to attend.

9. UPDATES

Sutton Lesbian, Gay, Bisexual, and Trans Forum

Jisa Prasannan, Commissioning and Business Insight Officer provided updates on behalf of Tyrone Ashby, Chair of the Sutton LGBT Forum.

- Sutton LGBT Forum will be supporting the Open Day at the Sutton Inclusion Centre on Saturday 18th April (11am – 5pm). As part of this, Sutton LGBT Forum will be hosting a writing workshop at 2pm where BAFTA nominated screen writer Simon Carlyle will be answering questions on the process of bringing under represented characters to life on the screen.
- Sutton LGBT Forum has purchased books to donate to Sutton Main Library on International Day against Homophobia and Transphobia (17th May).
- There will be one social event per month going forward.
- New project to help raise the Stop Hate Crime Awareness.
- If anyone has any projects they would like the support of the Sutton LGBT Forum on, please contact Tyrone Ashby by the end of June (ty@lgbtsutton.co.uk).

Equality and Diversity Forum Membership drive

Forum members were asked to let Victoria Lawson (victoria.lawson@sutton.gov.uk) know of any groups or organisations who would be interested in joining the Forum.

Forum members identified that the Forum would benefit from representation from the Gypsy and Traveller Community and different religious groups from the borough.

New website

The Forum received a presentation from Victoria Lawson on the Equality and Diversity pages of the new Council website. Details are provided in **Attachment C**.

Victoria explained that the new website was much easier to navigate, the number of pages had been reduced to make it more manageable, and it will continue to evolve. Feedback can be provided on the new website via contact.centre@sutton.gov.uk.

10. EVENTS (Pages 71-78)

The Forum shared updates on events.

- For LGBT History month in February, Sutton LGBT historian gave a talk on LGBT history, there was information in all Sutton libraries along with a competition, and there was a Sunday Brunch to close the month, attended by 35 people.
- Flyers were distributed on behalf of Sutton Citizens Advice Bureau for a taster session on 13 May 2015 10am to 1pm on Sutton Reporting Hate – Equality and Diversity in a Community Setting (for further details or to book a place: email training@suttoncabx.org.uk).
- Refugee & Migrant Network Sutton informed the Forum of a short course they would be running using craft to teach English. Crafty English will be held at Trinity Church Hall, Hill Road, Sutton, SM1 1DZ from 10.00 to 12.00 on Wednesday mornings in May and June: 13 May, 20 May, 3 June and 10 June. For more information email lorri@rmns.org.uk.
- The events and dates calendar for equality and diversity issues, attached to the agenda, had been added to the online calendar on the equality and diversity pages of the new website. http://www.sutton.gov.uk/info/200506/equality_and_diversity
Comments/suggestions on the calendar from the Forum were welcome (please email jisa.prasannan@sutton.gov.uk).

11. ANY OTHER URGENT BUSINESS

No additional items of business.

Equality & Diversity Forum 2015/16 Meeting Dates

- 14 July 2015
- 10 November 2015
- 1 March 2016
- 10 May 2016

The next meeting will be held at the Sutton Inclusion Centre (Northspur Road, Sutton, Surrey SM1 2BF). The Chair of the Forum requested that members of the Forum be given an opportunity to look around the centre from 6.45pm, and the meeting will commence at 7pm.

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