

# EQUAL OPPORTUNITIES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 29 June 2010

**Chair:**

Councillor Hugh Dunsmuir

**Councillors Present:**

Eileen Baxendale, Denis McKenna, John Murray, Jim Wardhaugh, Sheena Wardhaugh

**Councillors' Apologies:**

Jim Handibode, James Malloy, Lesley McDonald

**Attending:**

**Corporate Resources**

R McIlwain, Executive Director; M Armstrong, Administration Officer; S Cameron, Diversity Adviser (Equalities); S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

**Enterprise Resources**

K Bain, Personnel and Improvement Manager

**Housing and Technical Resources**

C Lee, Policy Co-ordinator

**Social Work Resources**

B Hutchinson, Personnel and Improvement Service Manager

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Equal Opportunities Forum held on 16 March 2010 were submitted for approval as a correct record.

**The Forum decided:** that the minutes be approved as a correct record.

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## 3 Annual Report on Mainstreaming Equalities and Diversity - Housing and Technical Resources

A report dated 12 May 2010 by the Executive Director (Housing and Technical Resources) was submitted on the work being undertaken by Housing and Technical Resources to meet the commitments in the Council's Single Equality Scheme, Equal Opportunities Policy and Equality and Diversity Strategy.

The Policy Co-ordinator highlighted the following areas covered within the report:-

- ◆ Equalities Impact Assessments
- ◆ employment
- ◆ training and development
- ◆ access to information and services
- ◆ delivering services
- ◆ service monitoring

- ◆ performance management and reporting
- ◆ areas for improvement and priorities for the year ahead

The Policy Co-ordinator gave a presentation on a pilot mystery shopping exercise which had been conducted to assess how well Housing and Technical Resources met and responded to the needs of disabled people visiting the Q&A offices in East Kilbride and Carlisle. The pilot had produced positive and constructive feedback and would now be rolled out to the remaining Q&A offices in Blantyre, Cambuslang, Hamilton, Lanark, Larkhall and Rutherglen.

**The Forum decided:** that the report be noted.

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#### **4 Annual Report on Mainstreaming Equalities and Diversity - Enterprise Resources**

A report dated 18 June 2010 by the Executive Director (Enterprise Resources) was submitted on the work being undertaken by Enterprise Resources to meet the commitments in the Council's Single Equality Scheme, Equal Opportunities Policy and Equality and Diversity Strategy.

The Personnel and Improvement Manager highlighted the following areas covered within the report:-

- ◆ mainstreaming equal opportunities
- ◆ employability initiatives
- ◆ area based initiatives
- ◆ Equalities Impact Assessments
- ◆ Disability Discrimination Act audits
- ◆ performance monitoring
- ◆ employment and training
- ◆ communication
- ◆ future action

**The Forum decided:** that the report be noted.

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#### **5 Workforce Profile Report**

A report dated 14 June 2010 by the Executive Director (Corporate Resources) was submitted on the workforce profile of the Council from 2005 to 2010.

The Council had a duty to publish annually its workforce profile under the categories of race, disability and gender. Under the new Equality Act 2010, it was expected that, as from April 2011, the Council would have a duty to publish those figures further broken down by age, gender identity, sexual orientation and religion and belief. The purpose of producing the profile was to demonstrate how reflective of the community the Council's workforce was and to show how the diversity of the workforce had developed year on year. The profile also allowed the Council to better understand what effect positive action programmes, such as Delivering a Fairer Future, were having.

The workforce profile of the Council for the period 2005 to 2010, broken down by gender, disability, age and race, was detailed in the appendix to the report. The figures showed that, in relation to gender and disability, there was work to be done in encouraging people into "non traditional" roles and to declare whether or not they considered themselves to be disabled. As part of this work, the Council would continue to run positive action programmes to attract a greater diversity of applicants and to encourage the uptake of non-traditional roles.

The Forum decided: that the report be noted.

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## **6 Urgent Business**

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There were no items of urgent business.