



LDPB Ethnicity Sub Group

13a Green Lane Leigh

6th April 2009

People Present:

Raveen Walton

Angela Seddon

Sarah Baybutt

Sharon Leadbetter

Nicola March

Sadia Nawaz

Apologies

Jill Hargreaves

Agenda

Welcome and introductions

Previous Notes

Update Equality Impact Assessment

Induction Plan

Group Action Plan

Objective Setting

Welcome and Introductions

Raveen welcomed everyone to the meeting, Raveen formally welcomed and introduced Nicola March the new Development Worker to her first meeting. Everyone present introduced themselves discussed their roles at work and in the group.

Previous Notes

The previous notes were read and agreed, there were no matters arising from the notes.

Induction Plan

Raveen explained to the group the process of Nicola's induction plan, there are a few outstanding items which need to be addressed including a lone worker risk assessment and meeting with Social Worker team leaders and external service providers.

Group Action Plan

The group action was discussed and explored specifically which roles Nicola would be responsible for completing.

Update Equality Impact Assessment

Raveen offered the group an update where she and Andrea Greally were upto with the development of the Equality Impact Assessment. It was agreed that Nicola would take on this role when completing the EIA for the sub group.

BME Development Worker Action Plan

BME Development Worker Action Plan

What we want to achieve	How we will do this	Who is involved	By When
attend meetings, advocacy, partnership board, ethnicity sub group.	Nicola has access to all meeting dates and venues and will attend as appropriate.	NM	
to be co lead of ethnicity sub group	To work with the lead and establish some core duties and responsibilities.	NM RW	
mapping and data collection			
create a potential client list			
identify people with LD and BME	Nicola to work alongside in-house and external providers, social work teams and community networking to identify people with LD from a BME background in Wigan.		
monthly report to be submitted to the group	Nicola to produce a monthly update report and present at each sub group meeting		
develop the membership of the group	Nicola to explore ways of promoting the work of the group and increasing membership	NM All group members	
promote issues within other sub groups	Nicola to attend PB meetings and make contact with other leads and explore options how this role could be mutually beneficial		
regional networking	Nicola to familiarise herself with what is available regionally to learn from and promote this specific role		
take on points from group action plan	Nicola will assume key responsibility for developing some of the areas with the group action plan.		
additional funding to sustain the post			

final report to include: recommendations, work to be done, issues and concerns.	Nicola to devise a final report at the end of the 12 months to outline the work completed, findings and recommendations		
equality impact assessment	Raveen and Nicola to discuss further how this will be planned		

Meeting Closed
DONM 11TH May 2009
10.00am 13a Green Lane