

LDPB Sub Group - ETHNICITY
13 Green Lane, Leigh.
6th October 2008



Present: Raveen Walton, Sharon Leadbetter, Jennifer Mills, Sarah Baybutt,
Denise Valentine

Apologies: Angela Seddon, Bridget Whittle, Sadia Nawaz

Presentation

Raveen thanked the group for their commitment and hard work in preparing for the presentation. The feedback received both verbally and via email has been very positive. Jennifer made the comment that she felt at ease during the presentation and did not feel pressured at having to feedback to the whole of the group. SL commented that the variety and outcomes of the conversations were very positive, and shared experiences proved really interesting.

Following on from the presentation champions need to be identified from each of the sub groups. A letter to be composed to send out to each of the groups leads to formally approach them to identify a champion from their sub group, this to be drafted for the next meeting. The letter to be sent out to leads in approximately six weeks time after which they should have received the partnership board meeting minutes. It was agreed that all champion to be identified by January 09 and a schedule to be drawn up for all the champions to meet, it was proposed this to be twice per year, provisionally February and August 09.

Transition Event

JK confirmed the date of the event to be 29th January 2009, 13.00 – 19.00, Aspull Civic Hall. It was discussed how the ethnicity sub group could make a contribution to the event and suggestions made that a pictorial of the recent presentation could be made available. The new development worker could provisionally be in post by this date, and would therefore attend the event. **Agenda Item for next meeting:** to discuss the most appropriate way for the ethnicity sub group to be represented and make a contribution to the event.

Minutes from last meeting

Raveen to attend meeting of the advocacy sub group with Bridget Whittle to answer further questions on the proposal.

BME Development Worker: Corporate personnel have reviewed the job description and person specification and the necessary amendments to be made to the essential/desirable criteria. RW to speak to Linda Tanham to confirm the specification.

Website: SL confirmed that the action point from the last meeting minutes to update the group membership on the website has not yet been actioned.

PCP Update

Following numerous communications and conversations between RW and senior management, this is now awaiting a decision from audit who have all the information to make a decision on the payment. It was acknowledged that financial agreements should have been put in place prior to the authorisation of this work, which was approved prior to the group functioning in its current format of members.

Membership of Group

Champions to be identified as detailed previously in minutes. Once champions identified a copy of all meeting minutes to be distributed to them.

Group membership reviewed with all present and amended appropriately. RW confirmed that she is happy to continue as lead but struggles with the work load due to her three day working week, and the fact that the group has no identified co-lead.

It was suggested that the group identifies individuals within the group to project manage certain areas, and allocate responsibilities for certain tasks without involving the whole group on all issues, hence eradicating the problems and issues that this raises. **Agenda item for next meeting.**

An email to be sent to Michelle Hayes to thank her for her contribution to the group.

Frequency of Meetings

Monthly meetings to be held until the end of the year at which time the frequency of the meeting to be reviewed.

Terms of Reference

RW has drafted the terms of reference for the group which will be emailed out for all members to add comments. The bold type contained within the document is areas to be reviewed.

CSCI Link

This to be emailed to the group.

Next Meeting

3rd November 2008

1st December 2008

Venue for the above meeting to be Green Lane, Leigh. The venue for future meetings to be reviewed.