

LDPB Sub Group - ETHNICITY
13 Green Lane, Leigh.
19th January 2009



Present: Raveen Walton, Sharon Leadbetter, Angela Seddon, Sadia Nawaz

Apologies: Jennifer Mills, Bridget Whittle

Minutes from last meeting

The minutes from the December meeting were reviewed by the group:

- ◆ **Leads Meetings:** Angela will send an email to the group leads to determine who is in favour of having lead meetings.
- ◆ **Induction Pack:** Raveen and Sharon to set a date to meet.
- ◆ **Bridget Attendance:** It was acknowledged that Bridget needs to take a temporary break from attending the meetings due to her temporary post, and the work commitments this brings.
- ◆ **Co-lead of Group:** It was discussed and acknowledged that current group members feel that they cannot commit to being co-lead of the group.

Matters Arising from previous minutes: Sharon requested an amendment be made to the previous minutes to the effect that she made a suggestion that the role was shared, but could not commit to the role.

Advocacy Sub Group Meetings

9 th February 2009	14.00 – 16.00	Raveen to attend
2 nd March 2009	10.00 – 12.00	Sharon to attend
6 April 2009	14.00 – 16.00	

In the absence of a co-lead it was agreed that attendance at the advocacy sub group meeting be shared within the group. Raveen and Sharon confirmed they would attend as above, any group member able to attend the April meeting to confirm.

Partnership Board Meetings

Angela to email confirmation of meeting dates, which will be circulated to the group members if they feel they want to attend.

LDDF Process

Feedback was given to the group that the bid submitted had not been successful. Discussions were held amongst the group in relation to issues surrounding the whole process which included the tight timescales, that the document was really difficult to complete and that the process as a whole was unclear.

The response received via email in relation to the final decision was shared with the group and viewed as disappointing. It was the view of the group that response should have included why the successful bids had been chosen and how they linked to local and national indicators.

Suggestions submitted on behalf of the ethnicity sub group to the board include:

- ◆ An evaluation to be undertaken by the partnership board to all sub groups regarding the process and functions from the previous year.
- ◆ A meeting to be held with all sub group leads to give opportunity to raise any issues or concerns.
- ◆ In view of the bid being unsuccessful, how the board intends to support our group and other possible sources of funding.

Budgets

Raveen to speak to Ann Bailey to request monthly budget information to be supplied in relation to the BME Development Worker Post.

BME Development Worker

It was discussed by the group and acknowledged by Raveen that she would line manager the new worker and be responsible for sickness monitoring and supervisions. It was also agreed that in the event of sickness of the post holder the post would not be covered due to budget.

The post which had been advertised prior to Christmas through normal human resources procedures had received eleven applications. Raveen, Angela, Sadia and Jennifer had shortlisted six applicants, with interviews scheduled for 13th February 2009, venue Fourways. The interview panel would remain the same as the shortlisting panel. It was acknowledged that one late applicant had been received; consideration would be given to this at the end of the meeting.

Interview Questions

Topic areas were discussed and subject areas were agreed as:

- ◆ Learning disabilities
- ◆ Working with families, making reference to BME families
- ◆ Time management
- ◆ Advocacy
- ◆ Research and project management
- ◆ A case study to be included.

Group members to forward suggestions for interview questions around these subject areas.

Late Applicant BME Development Worker Post

The late application received was considered but not shortlisted as it did not reach the criteria on the person specification.

Membership of Group

This item to be deferred to next meeting.

Next Meeting

The next meeting was agreed as Monday 2nd March 2009. Sadia offered her apologies for this meeting.

Future Meetings 2009

All meetings to be held the 1st Monday of each month and are confirmed as:

6th April

11th May

1st June

6th July

3rd August

7th September

5th October

2nd November

7th December

Venue for all meetings to be Green Lane, Leigh. 10.00 – 12.00, unless advised otherwise.