



MINUTES OF LEARNING AND DIVERSITY COMMITTEE

HELD ON TUESDAY 23 FEBRUARY 2010

MEMBERS PRESENT:	Peter Styche (PS) Chair
CO OPTees PRESENT:	Rob Brown (RB) Julie Marsh (JM)
OFFICERS PRESENT:	Alison Hamnett (AH) Liz Bennett (LB)
OTHER ATENDEES:	<i>For part of the meeting:</i> Sarah Henderson (SH) Adam Howarth (AHO)
APOLOGIES:	Michael Copple (MC) Monica Wilson (MW)

MINUTE	ITEM	ACTION
58	Welcome and Apologies PS stood in as Chair of the Committee due to the Chair's apologies. The meeting was opened, all present were welcomed and apologies were noted from MC and MW.	
59	Declaration of Interest There were no Declarations of Interest to report.	
60	Minutes of the Learning & Diversity Committee held 12 January 2010 The Minutes of the Learning & Diversity Committee held on 12 January 2010 were APPROVED as a correct record.	

61	<p>Learning & Diversity Committee Action Tracker</p> <p>Item 47 – This item is now completed and has been incorporated into the Customer Involvement Strategy Action Plan.</p> <p>Item 50 – This item is now completed as two of Salix Homes Officers attended the forum.</p>	
62	<p>Salix Academy Progress Report</p> <p>SH presented the report to the Committee explaining that a full update was provided to the Committee on the courses undertaken through the Salix Academy in quarter three of 2009/10. In quarter four of 2009/10 a variety of courses will be provided. As part of the Knowledge Takeaways programme the managers will be attending courses on Attendance Management and Appraisals. Those Managers who do not want to attend the Attendance Management sessions will be asked to do an assessment to test their knowledge. JM suggested that it may be beneficial for the managers who were confident with the process to assist in the training of the managers who were not as confident with the process. SH assured the Committee Members that the assessment is to ensure that the managers have learnt from the training so any inconsistencies will be highlighted. It was also proposed that mystery shopping is conducted periodically to ensure all managers are following the same guidelines.</p> <p>A discussion took place with regards to the NVQ Level 2 in Customer Services and the Committee were informed that a new training provider is currently being piloted with Start Training and is being delivered to three of our Future Jobs Fund employees as part of their scheme. PS enquired if the cost of this had increased. SH clarified that no increased cost has been incurred and the training has improved with the new provider.</p> <p>It was agreed that the Committee:</p> <ul style="list-style-type: none"> • Noted the content of the report 	
63	<p>Single Equality Scheme</p> <p>SH presented the report to the Committee informing</p>	

	<p>them that in July 2009 the Salix Homes Board signed off the new three year Equality and Diversity Strategy and action plan and regular updates on progress have been given and will continue to be provided to the Learning and Diversity Committee. A key element of the Equality and Diversity Strategy has been the development of a Single Equality Scheme which has been written following consultation with customers and partners. There is a dedicated chapter for each diversity strand and a section to capture feedback from consultation. The areas of focus from customers have been around communications, signposting and in particular around mental health issues and age banding. It was noted by the Committee that age banding would have a particular impact for customer groups and it was agreed that this would be the case and that moving forward it was likely that such groups would have to justify their positions as the Equality Bill due in October 2010 would likely require this.</p> <p>A request was made to amend unknown to responded on page 78. It was suggested that a full review of the document takes place as the Committee Members noted that elements of the scheme had progressed since it was originally written. An example is the successful recognition as achieving under the EFLG Framework.</p> <p>It was agreed that subject to the comments listed above the Committee:</p> <ul style="list-style-type: none"> • Noted the content of the report • Approved the Single Equality Scheme 	SH
64	<p>Investigation Panel Learning Points (Confidential Item)</p> <p>AHo presented the report to the Committee making them aware that the Investigations Panel meet once a quarter. There have been changes to the reporting procedures for individual cases which are presented to the Investigations Panel. Relevant changes have been made to the process in partnership with the Trade Unions.</p> <p>A forward plan of Disciplinary Appeal meeting dates has been scheduled for 2010 with the Learning and Diversity Committee. JM noted that she had not</p>	

	<p>been informed of the dates that have been arranged on the forward plan for 2010. AHO to ensure that all Committee Members are provided with a comprehensive list of these dates.</p> <p>It was agreed that the Committee:</p> <ul style="list-style-type: none"> • Acknowledged and agreed the content of the report and the changes that have been actioned to improve this area of the business 	AHO
65	<p>Business Continuity Management (Confidential Item)</p> <p>AH presented the report to the Committee. A facilitated workshop was held in January where team recovery plans were created. Following the workshop the Business Continuity Plan was updated and team plans are being rolled out throughout the organisation.</p> <p>Dates have now been set for a trial with the first testing scheduled for April around the loss of facilities. The exercise will test the plan and ensure that people are aware of the impact of such a loss on the business. JM enquired if we were having someone to guide us through the test as her organisation had recently been through the same process and they used a company which proved to be an informative and effective source. JM to provide AH with the details to pursue further.</p> <p>It was agreed that the Committee:</p> <ul style="list-style-type: none"> • Approved the Business Continuity Plan changes • Approved the Team Business Recovery Plans 	AH
66	<p>Health and Safety</p> <p>AH presented the report to the Committee informing them that the report contained an update on Health and Safety issues. During the reporting period 2009-2010 there has been one riddor accident resulting in the employee having time off from work. This accident was investigated and the underlying factor was manual handling. Further training has</p>	

	<p>been provided to ensure prevention of this happening again.</p> <p>In relation to the stress audit, areas of the business have been identified where the stress levels were high and risk assessments are now being conducted in these areas.</p> <p>It was agreed that the Committee:</p> <ul style="list-style-type: none"> • Noted the update on issues related to health and safety within Salix Homes 	
67	<p>AOB</p> <p>JM requested that Salix Homes acknowledge all their staff for their dedication through the Inspection process. PS agreed that this should be completed immediately and will take this to KS to action.</p>	PS/AH

SIGNED: _____

Chair of Committee

DATE: _____