

EME Task Force Stakeholder Group – Notes & Action Points

Thursday 14th October 2004

Attendees:

Nahid Majid
Symon Sentain
Gamini Gunawardena
Jonathan Baldrey
Collette Cork-Hurst
Fiona Kane
Jane Sherwood
Adeeba Malik
Jeremy Crook
Ros Griffiths
Eddie Quaynor
Jo Thanki
Shamit Saggarr
Afsana Shukur
Ian Albert
Lucy Williams
Jane McLuckie-Townsend
Viv Miller
Matthew West
Saima Ahmed

Organisation:

Turner & Townsend / Stakeholder Group Chair
Marsh Farm NDC
G2 Investments
Talent Recruitment
TGWU
CITB
London Borough of Newham
QED UK
BTEG
Employment Café
CEED
Hindu Forum
University of Sussex
DWP
DWP
DWP
DWP
DWP / DfES
DWP / Home Office
Home Office

Apologies:

Rev Janet Murray	Community Family Challengers Project
Patricia Chale	HR Consultant
David Boyle	Dunraven School
Monica Coke	West Midlands RDA
Marlene Robottom	Mulberry School
Roger McKenzie	TUC
Eric Samuel	Food Enterprise Limited
Ivan Corea	Diversity East London
Ada Maouakoh	ProDiverse
Sarosh Zaiwalla	Solicitor, Zaiwalla & Co.
Zahid Hamid	Black Community Forum
Linzi Kendall	Yorkshire Forward

Welcome & Introduction:

1. Nahid Majid welcomed everyone to the meeting.

Minutes and Action Points from Last Meeting:

2. Minutes and action points from last meeting were agreed. Task Force Secretariat gave updates for each action point. See Annex A.

Progress Reports

- Members of the Ethnic Minority Employment Division gave presentations (see Annex C attached) to update the Stakeholder Group on progress to date on each of the strands in the SU report as follows:

Building Employability by Viv Miller (seconded from DfES)

Connecting People to Work by Jane McLuckie –Townsend DWP

Equal Opportunities in the Workplace by Matthew West (seconded from Home Office)

- Shamit Saggat, Professor of Political Science, University of Sussex and Co-author of the Ethnic Minority and Labour Market Report also gave a presentation on Improving the Labour Market Achievements of Ethnic Minorities: Analytical and Policy Priorities Strategy Unit report.
- Some of the issues raised following the presentations were:

Building Employability

- The DfES Aiming High Strategy falls short. How will it raise attainment in schools in deprived areas? DfES needs to be more accountable and transparent.
- The roles of local strategic partnerships (LSP) in relation to education floor targets
- There is a need to look at children's extended leave and impact of this on attainment, especially amongst Pakistani and Bangladeshis. Some teachers of white background fail to have a cultural awareness of the children they teach. There needs to be a consistent process in place for teachers to learn and understand cultural awareness

Connecting People to Work

- A culture change is needed to ensure greater partnership working with Local Authorities (LAs). LAs should be an exemplary employer on diversity issues. Is there a need for a business case for diversity?

Equal Opportunities in the Workplace

- Union involvement - it is important that Unions are represented on Task Force.
ow government recruits.
- There maybe evidence that people have changed their name by deed pole to get a job to avoid discriminated.
- Procurement will be a big lever to use across government departments. The Task Force is looking at this

- There are concerns that the Jobcentre Plus Ethnic Minority discretionary fund is not being utilised

We need to look at the strategies and link education to the type of employment.

- Is the equal opportunity part of the liP Standard being watered down?

6. Stakeholders may wish to discuss these points at their working group meetings

General

- Would be useful if Chairs of other Stakeholder Groups were invited to TFSHG meetings to give reports on their work (**action point (AP) 1**). Also Barbara Burford should be invited to a future Stakeholder Group meeting as she is the diversity champion for DWP (**AP 2**).
- Too many ACRONYMs are being used which means nothing to most people. A list of ACRONYM buster was requested. Lucy Williams will see if there is an existing list that can be adapted and compiled for the group (**AP 3**).

Future presentations

7. Jeremy Crook agreed to give a presentation on the BTEG report at a future Stakeholder group meeting (**AP 4**).
8. It was suggested that David Drew, team leader in the social research team in EMED should be invited to update the Group about research proposals in place (**AP 5**).

Launch of the Task Force One Year On Event

9. An event to mark the publication of the first Task Force Yearly Progress Report will take place on Tuesday 23rd November 2004 at the Thistle Hotel 1 Whitehall Place from 9.00am till 11.00am. Invites will be sent out by email and by post.

Stakeholder Working Groups:

10. Members should let Lucy Williams know which working group they would like to join (**AP 6**).

New group members:

Jeremy Crook	Building Employability
Jane Sherwood	Connecting People to Work
Ross Griffiths	Connecting People to Work
Eddie Quaynor	Equal Opportunities in the Work place
Jo Thanki	Equal Opportunities in the Work place

Jeremy Crook has offered to lead the Building Employability working group with Symon Sentain

Jonathan Baldrey – Connecting People to Work

11. Jonathan gave a short update on his working group's first meeting. As no other groups have had the chance to meet as yet. This group decided to focus on inactivity as their main subject and look at this in the broader context. The group will also be considering why ethnic minority students are less likely to be employed than their white counterparts.
12. Nahid will email the Stakeholder Group reminding them which working group they belong to **(AP 7)**. She will also be contacting the theme leaders to arrange times for them to meet **(AP 8)**. It would be good to have an EMED policy official in attendance at the first working group's meeting to help provide a steer and give advice **(AP 9)**.
13. Nahid emphasised that feedback from the working group meetings by
14. the next time the Stakeholder Group meets in December is essential, as she will be providing an update for Task Force in the New Year **(AP 10)**.
15. Lucy Williams will help co-ordinate and arrange initial working group meetings **(AP 11)**. She will also help to set out the parameters for how the group should work so that the members felt more focussed about what they are striving to achieve **(AP 12)**. She will also be sending out a revised terms of reference to the group **(AP 13)**.

Any Other Business:

16. Nominations for new members of the Stakeholder Group should be sent to Nahid Majid and Lucy Williams **(AP 14)**. Additionally, it was suggested that meetings should be shorter and more focussed in the future.
17. Nahid reiterated to the group that non-attendance at three Stakeholder group meetings or more, without a reason, would mean you have to leave the group. Reserves can be sent if there are difficulties in attending the meeting. **(AP 15)**
18. Nominations for a vice chair (particularly those from the working groups) should be submitted to Nahid by 1st December and will be agreed at the next meeting. **(AP 16)**

PLEASE SEE ALL ACTION POINTS AT ANNEX B

Annex A

Action point status / update from Stakeholder Group meeting held on 26th July 2004

Action No.	Action Taken	Status
Action 1	Hard copies of the Strategy Unit report were made available at the meeting. The report is now out of print and so further copies of the report can be accessed via the EME Task Force website at www.emetaskforce.gov.uk	Cleared
Action 2	The latest statistical report has been circulated. The next full statistical update will not be until after Christmas as an update appears in the Task Force Yearly Progress Report	Cleared
Action 3	It has been agreed with Nahid that the Stakeholder group meeting would not be held in East London although it may be a possibility for future meetings. This is due to cost and travel considerations	Cleared
Action 4	It has been agreed that Shamit would speak at the meeting. Lord Bhatia and David Lammy will be considered for future meetings along with further suggestions sought from Stakeholder Group members	Ongoing
Action 5	Departmental presentations had been arranged for this meeting	Cleared
Action 6 & 8	Thematic Working Groups were an agenda item. So far only 1 group has convened	Ongoing
Action 7	Further suggestions for names are still needed from Stakeholder Group members for the Working Groups	Ongoing
Action 9	Task Force Yearly Progress Report is not an agenda item this time, but will be discussed possibly at the next meeting	Ongoing
Actions 10 & 11	Matters of record	Cleared
Action 12	Dates of the next meetings are 9 th December 04 and 17 th February 05	Cleared

STAKEHOLDER GROUP (SG) ACTION POINTS**Date of Next Meeting**

Thursday 9th December Tavis House Time 11.00am – 2.30pm
Thursday 18th February Tavis House Time 12.00pm – 3.00pm

	Action	Lead	Deadline	Status
1	Consider inviting chairs of other stakeholder groups to meetings	Nahid Majid?	Ongoing	
2	Invite Barbara Burford to future meeting	Nahid Majid		To be discussed
3	Acronym buster to be sent to members	Lucy Williams	1 st December	
4	Jeremy Crook to be invited to speak future at a future meeting	Nahid Majid / Lucy Williams		
5	David Drew, team leader in the social research team at DWP should be invited to the next Stakeholder Group meeting	Lucy Williams	19 th November	
6	Stakeholders to let Lucy Williams know which working group they would like to join	Lucy Williams	1st December	
7	List of current working group members to be distributed	Lucy Williams	To be sent with minutes	
8	Nahid to contact team leaders to discuss when they plan to meet	Nahid Majid		
9	Policy official to be in attendance at 1 st working group meetings	Lucy Williams	Ongoing	
10	Working Group leaders to feed back to Nahid after meetings	Nahid Majid	Ongoing	
11	Lucy to help arrange initial working group meetings	Lucy Williams / Nahid Majid	Ongoing	
12	Lucy to send out paper setting out parameters for the group	Lucy Williams	Ongoing	
13	Revised terms of reference to be distributed	Lucy Williams	To be sent with minutes	
14	Nominations for new members of Stakeholder Group to be sent to Nahid Majid and Lucy Williams	Nahid Majid / Lucy Williams		
15	Non-attendance at three Stakeholder group meetings or more, without a reason, means member has to leave the group. Reserves can be sent if there are difficulties in attending meeting.	Nahid Majid / Lucy Williams	Ongoing	

1 6	Nominations for vice chair should be submitted to Nahid by 1 st December and will be agreed at the next meeting.	Stakeholder group / Nahid Majid	1 st Dec	