



**Ethnic Minority Advisory Group Meeting
 Wednesday 25 November 2009
 10 am – 12 noon
 New Court, Carey Street, London**

Attendance:

Iqbal Wahhab (Chair) (IW)	EMAG Chair
Hugh Harris (HH)	London First
Wilf Sullivan (WS)	TUC
Anthony Heath (AH)	Oxford University
Alan Christie (AC)	EHRC
Tanzeem Ahmed (TA)	Olmec
Shaynul Khan (SKh)	East London Mosque
Tim Campbell (TC)	Bright Ideas Trust
Husna Ahmad (HA)	Faith Regen
Sandra Kerr (SK)	Race for Opportunity
Alan Christie (AC)	EHRC
Collette Cork-Hurst (C C-H)	UNITE
James Lee (JL)	Refugee Council
Bruce Byrne (BB)	LMID
Denise Horsfall (DH)	JCP
Terry Harding (TH)	MENTER (observer)
Beryl Randall (BR)	Employability Forum (observer)
Janet Hill (JH)	LMID
Geoff Scammell (GS)	LMID
Darren Woolfenden (DW)	LMID
Christine Wright (CW)	LMID
Hayley Johnson (HJ)	LMID

Apologies:

Bella Arora	Higher Education Academy
Tunde Banjoko	LEAP
Rokhsana Fiaz	The Change Institute
Salma Shah	Observer
Cecil Edey	Manchester Enterprises

Absent:

Jeremy Crook	BTEG
Janet Murray	Community Family Challengers

Item 1: Welcome and Introductions and Declarations of Interest

- IW welcomed members. He declared an interest as a board member of both Race for Opportunity (SK) and Bright Ideas Trust (TC).
- Apologies were received from Bella Arora, Rokhsana Fiaz, Cecil Edey, Salma Shah and Tunde Banjoko.
- IW hoped that all present would make a real effort to attend the Review of EMAG on 11 December – those present received details of the event.

Item 2: Minutes of the Last Meeting

- The minutes were accepted.
- IW gave a brief update of the meetings, mentioned in the minutes, that he had attended recently. He had had fruitful conversations with the chief officers from both GEO and OCG
- IW added that he had deputised at a meeting with MoD for Sandra Kerr. He was pleased by their receptiveness to the issue of diversity but surprised that they seemed to be working in isolation when so much was being done elsewhere. In discussion, JH suggested that MoD, EMAG members and DWP meet to discuss best practice; TC noted that he was working with the MoD on an award scheme; SK felt that their policies were good but getting them to work in practice was another matter. Alan said that the EHRC were already working with the MoD on how to bring their policies into action. AH suggested that lessons should be learned from Recruiting Officers who attracted EM recruits; SKh pointed to the need to engage with local communities and DH said that JCP Account Managers were now working with the MoD. **Action Point 1: MOD to be asked to attend a future EMAG meeting to discuss with members recruitment best practice, DWP to invite its own HR experts and JCP an Account Manager to support this**

Item 3: Statistical Update

- BB explained the salient points from the LFS and claimant count data that had been circulated to members in advance of the meeting. He noted that the gap had remained the same for two consecutive quarters, this was probably a good sign as the gap had widened each quarter in the last recession. AH asked if the figures could be disaggregated to see how Black youths were affected, BB agreed to look into this. **Action Point 2: BB to investigate further disaggregation of the LFS data.**

Item 4: Reports from Project Group Chairs

i. Procurement Group: Anthony Heath

- In Tunde's absence AH kindly agreed to report on the work of the Group. He outlined the successes saying that he was most impressed that DWP had adopted most of the project group's recommendations; that Jim Knight had written to every Government Department urging them to consider their procurement practices in the light of the report and that DWP/OGC were providing workshops for Commercial Directors in the New Year. He said that EMAG should keep up the pressure as, without it, the issue might be left behind in the run up to the election and its aftermath. In the ensuing discussion JH said that progress had to be measured as some Departments feared a legal challenge if they went too far and, in this

context, the workshops were important. DW noted that the follow-up letter would issue before the likely date for the election was set. He added that the Minister of State's office was working on a meeting of permanent secretaries.

ii. Areas Group: Darren Woolfenden

- As neither JC nor RF were present, DW gave a short update. He said that the Areas workshop had been well attended with statisticians from all five Olympic Boroughs there. HH noted that the main difficulty lay in the robustness of the data available at present. DW said that this would be addressed in the guidance to the online toolkit. HA said that any examples of good practice given on the site would be referenced. JH explained the PSA 16 and the groups that she and, especially, GS, were working on; these were the clients that LAs were expected to prioritise.

Item 5: The Five Point Plan

- SK introduced this item saying that, as the paper had been circulated in advance, she would only run through the key points. She explained that it had not gone to the EMETF as their meeting had been postponed but that this gave valuable time to collect the wider EMAG views and suggestions. She added that the aim was that this approach should be mainstreamed across both public and private sectors and she needed EMAG support, contributions and examples for Annex 1.
- She outlined the five points:
 - The Business Case: explaining why diversity was important for companies to succeed at a time when GB demographics were changing – this not only had an effect on the pool employees were drawn from but also on the changing customer base;
 - Know your workforce: use of ethnic monitoring and why it is essential for informing management decision making. Examples of how this has changed company policy and improved profitability to be included;
 - Know yourself: SK explained how the Ernst & Young diversity tool could be used for better decision making – important in an increasingly global market where customers and staff alike came from a multitude of backgrounds. This put a premium on business decisions and policy making;
 - Know your colleagues ('Reverse mentoring') SK said this was to be renamed but involved both the managed and particularly the managers getting a better understanding of each other; and,
 - Know where to get advice: Links to the ACAS and other sites with advice; examples of step-by-step good practice;
- GS asked how closely this linked to the Kite Mark proposed by the Business Commission or in the Equality Bill, and noted that organisations such as IIP might well adopt the points as part of their questions to employers. AH said that it was equally important to use this approach in firing and redundancy as well as recruitment. It was felt that advice should be included on considering how and where to recruit from – all jobs should be advertised. TC said that an award might help stimulate companies to take on the approach and provide media attention – the most diverse workforce in the country? He felt that social enterprises should be included

too. CC-H added that the unions should be included in point 5 and that monitoring should not only include numbers but levels – too many EMs were stuck in lower level jobs WS agreed. BR said that schools were un-diverse but had very little time to spare to do something about it, links from the TDA and DCSF web sites would help school managers. Business Link was also cited as a useful site to include. TC said he would pass on links that may be useful to be circulated. **Action Point 3: TC to send details of the web links to be circulated to members. Action Point 4: All Members to contact SK and HJ with their ideas, offers to help and contributions.**

Item 5: Refugee Council Presentation: James Lee

- JL opened by saying it was a good day to be talking to EMAG as DWP staff had started volunteering in the Refugee Council that morning.
- He stressed that the Council was working to remove barriers and help refugees into work and security. He introduced the joint Refugee Council/EHRC booklet that explained clearly to employers the legal aspects of employing refugees and the benefits.
- He then ran quickly through the presentation previously circulated to Members, highlighting issues such as the difficulty refugees faced through not having their educational certificates, passports or gaining long-term residence approval. He felt that JCP advisers might not have sufficient training citing a lack of understanding of post traumatic stress disorder leading to refugees being placed on JSA not ESA. He outlined some of the employment-related work of the Council and its extensive partnership working.
- In the discussion following the presentation, IW asked if there were any models of companies that were successfully integrating refugees and/or individual refugees who had made a success of their new lives that organisations like BiC might use to spread the word. JL said that there were. SK cited a Race for Opportunity runner up. TC asked if the Council were engaged with JCP's Local Employer Partnerships; he thought these would offer refugees both tailored training and work experience as well as the chance of a job. TA said that TfL had a good record for employing refugees. Her own organisation, OLMEC, worked with refugee professionals but found the benefit rules about the definition of volunteering worked against their gaining sufficient work experience to get a body of experience needed for employment. DW explained the legal position.
- GS asked how large the UK refugee population was, JL explained that figures were available for successful asylum every quarter but the HO did not keep records. The GLA estimated 250k in London and there were circa 17k with refugee markers on JSA. DH said that JCP were working with their strategic partners to try to map the areas where refugees live but the population is dynamic. TH offered to broker partnership working with the Council in the Eastern area. HH suggested members might attend an forthcoming event run by the London Refugee Integration Board
Action Point 5: HH to send details to secretariat to circulate to members.

Item 6: Draft EMETF Strategy 2009-10: Darren Woolfenden

- DW explained that he wanted contributions from EMAG before putting the paper to DWP senior management document to the group for their views before it was passed to DWP senior managers and the EMETF. He asked members to identify any gaps, strengths and weaknesses and for ideas as to how the paper might be strengthened. He then went through the rationale and processes involved. JH explained the remit and composition of the Disadvantaged Programme Board. IW asked if EMAG could see the minutes, JH said that she would ask Jeremy Moore. **Action Point 6: JH to consult JM re EMAG access to DPB minutes.**
- Members supplied suggestions as to what statistical data the EMETF should consider; AC suggested using age and gender, AH said that disaggregation by generation would be useful to sort out language difficulties, overseas qualifications and inter-generational employment patterns, GS agrees. JH said that DWP should review how EM data might be presented. **Action Point 7: DWP to consider data presentation.**
- On the role of other Government Departments, AC asked if this was the only cross-Government forum on EM issues, DW explained there was an officials group underpinning the Task Force. JH said that one of GS's roles was to strengthen DWP's work with stakeholders, ENSURE OTHER Departments/ministers were lobbied ahead of Task Force meetings and work with EMAG to spin in members to strengthen the case. IW offered enthusiastic support if EMAG were given direction but added that Ministers and their Special Advisers had a habit of moving on. GS agreed but said a two pronged strategy covering ministers and senior officials could be effective – permanent secretaries do not move nearly so quickly. DW explained to BR that DCSF had been invited to rejoin the Task Force, they gave the DEfS place to DIUS but now that Department was part of BIS Jim Knight had written to Ed Balls to nominate one of their Ministers.
- In the general discussion that followed the presentation the following points were made:
 - Both recruitment and progression are equally important – as are career structure and retention of EM staff. EM pay gap and data on where on the pay scale EM workers were concentrated.
 - Should OGC rather than their parent Department HMT sit on the EMETF;
 - Should OGC be invited to sit on EMAG?
 - Need to include enterprise and social enterprise explicitly;
 - Need to consider health and wellbeing.
 - [Need to consider what works for refugees in section 4 & 6 and apply lessons].
 - Need to acknowledge regional issues – differences between London and the provinces.
- IW summed up the debate saying that EMAG endorsed the strategy as DWP were to reflect the issues they raised in the revised paper. **Action**

Point 8 DWP: to take on board comments before putting paper to the Disadvantaged Programme Board

Any other business

- TC mentioned an event on 2 December where Jim Knight was speaking on the future of JCP. IW to circulate details. **Action Point 9: TC to send details to secretariat**
- IW asked that the minutes should record EMAG's gratitude to Nahid Majid and wish her every success in her new role at the GLA – he added that he was a trustee of the Mayor's Fund so would remain in contact with Nahid.
- DW said that dates for future meetings in 2010 were currently being worked up and would be discussed at the Review meeting before being sent to members.

The meeting closed as 12.00pm.

Annex 1

Summary of Action Points:

	Action Point	Responsibility	Status
1	MOD to be asked to attend a future EMAG meeting to discuss with members recruitment best practice, DWP to invite its own HR experts and JCP an Account Manager to support this	Secretariat and JCP	
2	Bruce Byrne to investigate further disaggregation of the LFS data.	Bruce Byrne	
3	Tim Campbell to send details of the web links to be circulated to members	Tim Campbell & secretariat	Cleared – information circulated
4	Members to contact Sandra Kerr and Hayley Johnson with their ideas, offers to help and contributions.	All Members	
5	Hugh Harris to send details to secretariat of a forthcoming event run by the London Refugee Integration Board. Secretariat to circulate to members.	Hugh Harris & Secretariat	
6	Janet Hill to consult Jeremy Moore re EMAG access to DP(G)B minutes.	Janet Hill	
7	DWP to consider how and what data should be presented in the paper.	Bruce Byrne & Darren Woolfenden	
8	DWP to take on board comments before putting paper to the Disadvantaged Programme Board		
9	Tim Campbell to send details of an event on 2 December where Jim Knight was speaking on the future of JCP to secretariat.	Tim Campbell & secretariat	Cleared – information circulated