

**Minutes**  
**Equality and Diversity Corporate Advisory Forum**  
**Friday 11 October 2013, meeting room 5, Annexe**

**Present:** Robin Paterson, Grant Cruickshank, Jim Grant, Anne Duncan, Councillor Cree, Councillor McGillivray, Don Toonen

**Apologies:** Amanda Gregory, Sean Hoath, Sonia Campbell, Nichola Smith

**1. Welcome and Introductions**

**2. Minutes of 30 August 2013**

The minutes were approved.

**3. Matters arising**

Matters arising from the minutes of 11 October are discussed under the relevant agenda items.

**4. Equality Outcomes**

There has been extensive feedback on the draft policy on bullying. The policy will focus on vulnerable adults and there will be a separate brief on discriminatory behaviour against groups protected under the Equality Act 2010. These will be incorporated and the final version will be submitted to the Communities Committee on 17 December 2013 with a recommendation to submit it to full council on 5 February 2014. The report will contain an implementation plan for the equality outcomes. It was recommended that the policy, once accepted, should be publicised to raise awareness. **Don**

The Social Work annual training and workforce development plan will be distributed to managers within all services where it is thought that training on vulnerable adults and/or child protection is relevant. **All**

It was recommended that the “social work” should be dropped from the name to emphasise that some of the training has a relevance to all departments. **Don** will contact Jo Fergusson about this.

**5. Mainstreaming report**

Don and Grant will continue to work on a strategy to improve the response rate to workforce equality questionnaires. **Don/Grant**

A draft Equality and Diversity Corporate Advisory Forum web page was circulated. It was agreed to add the services represented on the Forum to the page. **Don** will contact ICT to set up the web page.

**6. Elgin High School**

Don reported there has been a delay due to the presence of peat on the site, which may lead to changes in the design of the building.

The legal position regarding reasonable adjustments is that the provisions under the Equality Act 2010 do not apply to planning. However, education authorities have an anticipatory duty to make adjustments to a school that has already been built.

#### **7. Team Brief**

**Don** will distribute the draft team brief for feedback. **All** are asked to comment no later than 15 October 2013.

#### **8. Statistical Bulletin – Release 2A**

Councillor McGillivray suggested that the information in the report should be put to the Communities Committee on 22 October 2010. **Don** to follow up.

#### **9. AOCB**

Don will attend an event organised by the Equality and Human Rights Commission on 15 November 2013 where it will present its latest findings of its programme to monitor listed authorities' compliance with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

#### **10. Date of next meeting: Friday 22 November 2013, meeting room 7, Annexe**

#### **Summary of actions:**

1. **Don** to submit implementation plan for equality outcomes to Communities Committee on 17 December 2013 and Full Council on 5 February 2014.
2. **All** to inform managers of relevant services about adult protection and child protection training.
3. **Don** to contact Jo Fergusson about dropping the term Social Work from the Social Work training and staff development plan.
4. **Don and Grant** to continue to look into ways of improving response to equality questionnaires among staff.
5. **Don** to contact ICT about setting up a web page for the Equality and Diversity Corporate Advisory Forum.
6. **All** to comment on draft team brief by 15 October 2013.
7. **Don** to report to Communities Committee on the Statistical Bulletin.