

Minutes



BME Forum meeting held on 14 September 2011 at Hounds Gate

Present:

Cynthia James	CJ	Jackie Brown	JB
Minnie Brazil	MB	Karolina Tomalik	KT
Melanie Cerpedes	MC	Asha Kalia	AK
Wellington Rupere	WR	Paulett Hylton-Edwards	PHE
Johnson John Baptese	JJB	Jacinth Williams	JW
Dr Mahbub Alam	MA	Rosemary Stanton	RS
Vivian Thomas	VT		

Nottingham City Homes:

Janet Glass	JG	Ade Aderogba	AA
Martin Valentine	MV	Afzaal Nawaz	AN
Angela Kuhn	AK2	David Weekes	DW
Chris Langstaff	CL	Tricia Quinn	TQ

Apologies:

The meeting was opened by the acting chair Janet Glass.

Item	Action
1 Welcome, introductions and apologies	
1.1 JG confirmed that the group was still in a transitional phase with the constitution and other arrangements on the agenda for tonight's meeting.	
1.2 The forum had agreed to the interim arrangements as there was no elected chair. JG is helping and supporting the group, and only overseeing proceedings until the chair is elected at the AGM.	
2 Minutes of the last meeting and matters arising	
2.1 The minutes of the last meeting were agreed as an accurate record.	

Item**Action****3 Farewell from Chris Langstaff, Chief Executive**

- 3.1 CL attended the meeting to say goodbye to members of the Forum and to wish them well for the future.
- 3.2 CL commented on how the Forum had developed and moved forward, with greater tenant representation which was a really positive move.
- 3.3 The new Chief Executive Nick Murphy would start on 26 September 2011, which would overlap with CL for three weeks. CL explained that Nick was coming from Southampton and would strongly support the Forum.
- 3.4 AA thanked CL for his support over the last five years.
- 3.5 JW endorsed the above and added she had been very happy to be involved with the Forum and CL at that time.
- 3.6 CL left the meeting.

4 Ethnic Minority Employee Forum update

- 4.1 David Weekes, Acting Chair of Nottingham City Homes Ethnic Minority Employee Forum was attending the meeting following an invitation from the BME Forum. DW introduced the group by reading out a short summary paper and explained that there had been several changes in the group over the last 18 months. The employee forum is hoping to work alongside the BME Forum and the two groups provide support for each other.
- 4.2 AA advised that the employee forum has the full support of the Board and also advised that the Chair of the Board, Janet Storar would be happy to attend a meeting of the Forum in the future.
- 4.3 VT raised a query about the allocations policy for new build housing in the Bilborough / Aspley area and whether this had been restricted to applicants from that area. VT suggested that this could be unwittingly discriminating against BME applicants in those areas where there was not a history or high proportion of BME communities. JG advised that she would look into this issue and report back to the Forum. **JG**
- 4.4 It was agreed to have a future agenda item on allocations, lettings and voids.
- 4.5 The Forum went on to discuss how better to engage with young people including making more use of the opportunities there exist with youth groups and other organisations.
- 4.6 The Involvement Team has started to work with schools to reach younger people and AN offered to work with the Forum to target young people.
- 4.7 CJ commented that the use of mentors in the BME community was particularly valuable. CJ expressed disappointment that none of the

Item		Action
	five NCH directors is from a BME background.	
4.8	JG advised that NCH has approximately 16% of the workforce from a BME background. JG to provide further information on the workforce profile to the next meeting.	JG
4.9	AA asked for information to be clarified on how long the Head of Equality & Diversity position was to be held as an interim position.	JG
4.10	VT asked about positive measures to support BME employees and what % of the learning and development budget is spent on BME employees. JG mentioned the mentoring programme which is aimed at minority groups - BME, disabled and LGBT employees.	
4.11	NCH has sent employees on external courses aimed at developing BME employees and we will be exploring this again - namely the I&DEA Introduction to Management for BME Employees and the HQN Forum programme.	
4.12	JG to provide information on the learning and development budget to the next meeting.	

Post meeting note:

NCH monitors training delivery year on year by ethnicity - NCH delivered an average of 5 days training per head in 2010/11 compared to the national average of 4.59 days (source CIPD annual L&D Report 2010) for public sector organisations in general. Spend nationally for public sector was £116 per head in 10/11 whereas at NCH we spent £191 head. We trained 87% of employees throughout the year and there is a breakdown on ethnicity that indicates that BME employees are accessing training in line with the rest of the business.

4.13 JG expressed her and the group's thanks to David for attending and presenting his report.

5 Communications

5.1 Martin Valentine, Head of Marketing and Communications was attending to discuss how his team could best support the BME Forum and raise its profile.

5.2 MV would like to work with BME members to develop a communications plan and asked for volunteers to discuss in more detail what it might include. Those suggestions could be brought up at the AGM and voted for so that things could move forward.

5.3 Ideas for promoting the forum include an individual flyer/leaflet and dedicated area on the NCH website.

5.4 MV asked for volunteers to finalise the leaflet and help with the communications plan. MB and JW volunteered. **MB/JB
WR**

5.5 MV also runs a tenant and leaseholder Customer Communication **MB**

Item**Action**

Panel, and is looking to extend the membership to include a wider range of customers. MV asked the Forum to consider nominating someone to attend the Panel.

- 5.6 AN advised the Involvement team and Homelink had held two housing advice events with the Polish and Somali community which had excellent attendance. The presentations were translated at the events. He was hoping to roll that programme out to other areas in Nottingham and also get the documents translated in different languages and then available for community groups and also made available on the website.
- 5.7 MB praised the Housing Patch Manager in her area the 'best one' she could wish to have around.

6 Constitution and election timetable

- 6.1 JG circulated the draft timetable for elections to be held at the next meeting (AGM) on 9 November 2011.
- 6.2 JG also circulated the new draft Constitution, which was discussed and the following changes agreed:
- 6.3 Page 3, 4.1.3: To change the word 'member' to 'chair and vice chair'. The term of office would be for one year.
- 6.4 It was commented that the chair and vice chair can be elected for another year but then have to stand down for at least two years before they can be elected again, unless there are no other nominations.
- 6.5 Page 5, 4.2.5: To read 'each case will be considered on merit.'
- 6.6 Page 5, 4.2.6: To delete the sentence 'This applies
- 6.7 Page 6, 6. Election Officers. There was a discussion around the 14 day window for nominations in relation to it potentially being too short (i.e. for anyone who was on holiday during that period or needed to contact someone else because of disability issues etc).
- 6.8 JG explained that the fourteen day period was a minimum that could be extended for future elections if so required and by agreement of the Forum. The draft timetable enabled the elections to proceed and be concluded at the scheduled meeting of 9th November.
- 6.9 Afzaal was happy to be contacted by anyone who needed more time to put in a nomination.
- 6.10 Page 6, 6.2: After discussion, it was decided to delete the word 'optional' as it was found important to have some information about the individual.
- 6.11 Page 6, 6.3: The word 'optional' would also be deleted in that paragraph.
- 6.12 Page 6, 6.5: There was a discussion about 'Option 2' but decided to accept that paragraph.

Item	Action	
6.13	All other amendments were accepted and the Forum agreed the constitution.	
7	Black History Month	
7.1	AN advised the Forum of this year's event to be held on 14 October 2011, from 10am – 4pm at the Mary Potter Centre. The day will include a wide variety of community stalls, fashion show involving traditional clothing and cultural food.	
7.2	Last year's event was a real success but this year is going a joint event with NCH, NCC and Mary Potter Centre and a much greater attendance was expected.	
7.3	AN asked for volunteers from BME Forum to help with some of the organisation and on the day itself. He also asked whether £250 from the BME Forum's budget could be used for a contribution to the event. This was agreed by the Forum.	
7.4	AN will send an invite and information to members regarding the event.	AN
8	Any other business	
8.1	<u>Performance</u>	
8.2	A comment was made on the number of NCH properties that were left unoccupied for 'too long', especially with such a large budget.	
8.3	JG explained that performance was being monitored and issues such as the above had improved over the last two years. She would add that item to the future agenda item on voids and allocations.	JG

The meeting was closed at 8.30pm

Next meeting

Wednesday 9 November 2011
6.00pm
Hounds Gate, Board Room

Summary sheet of actions



Agenda Item	Page	Action	Responsible	By when?
4.3	2	JG to investigate allocations policy on new build properties in Bilborough and whether these have been restricted to people from	JG	Next meeting
4.8	3	JG to provide more information on BME workforce profile.	JG	Next meeting
4.9	3	JG to clarify regarding the Interim Head Equality and Diversity position.	JG	Next Meeting
5.4	3	JB / MB to assist with communications plan	JB / MB	
5.5	3	MB agreed to representative for the forum on the Communications Panel	MB	
7.4	5	AN to send further information regarding Black History Month Event	AN	