



**INDEPENDENT COMMUNITY INCLUSION BOARD (ICIB)
MINUTES OF MEETING
Friday 14 September 2018, 10.00 – 12.00
Ascot Drive Fire Station**

In Attendance:

Philip Mitchell	AM Prevention & Inclusion	PM
Marc Redford	WM Prevention & Inclusion	MR
Rachel Salmon	Prevention & Inclusion Assistant	RS
Louise Taylor	Solicitor	LT
George Mighty	Derby West Indian Community Association	GM
Tania Thomas	Derbyshire LGBT+	TT
Didier Matamba	African Caribbean Partnership	DM
Joe Kupranec	Ukrainian Community Association	JK
Ray Gumbley	Age UK	RG
John O'Brien	Hearing Help UK	JOB
Richard Wilson	Hearing Help UK	RW
Ferid Kevric	Bosnia Herzegovina Centre	FK
Ed Duay	Filipino Association	ED
Lukasz Gazda	Inclusion Officer	LG

Apologies:

Angela Quinn	Hearing Help UK	AQ
Rob Taylor	GM Head of Prevention & Inclusion	RT
Ruth Peat	Childrens Services DCC	RP
Claire Winfield	Sight Support Derbyshire	CW
Marcin Amroz	Polish Community	MA
Davinder Johal	Head of Prevention & Inclusion	DJ
Rachel Salmon	Prevention & Inclusion Assistant	RS
Joanna Raisin	CM Prevention & Inclusion	JR

NO.	NOTE	ACTION
1.	WELCOME AND APOLOGIES	
1.1	PM welcomed everyone to the meeting. The apologies were noted.	
2.	MINUTES OF LAST MEETING (26 JANUARY 2018) & MATTERS/ACTIONS ARISING	
2.1	Visit still to be arranged with young people from the Filipino community. LG to liaise with ED.	LG ED
2.2	A copy of the Diversity and Inclusion Action Plan 2018/2019 and the 'Fire Safety in Specialised Housing' report was shared with all ICIB members.	
2.3	Harriet Street Incident – follow up work is taking place with Derby College to deliver sessions during their ESOL classes. Regular sessions home fire safety sessions are also set up at Derby Refugee Advice Centre/Bosnia Herzegovina Centre delivered by Community Safety Officers.	LG

2.4	The Service attended this year's Caribbean Carnival on 15 th July, supported by the Ascot Drive duty watch and Positive Action Champions.	
3.	Firefighter Recruitment 2018	
3.1 3.2	<p>MR gave an overview and update on the January 2018 firefighter recruitment, including statistics on women and BME applicants from the beginning of the process through to the last stage.</p> <p>FK asked why there was a bigger dropped out of BME applicants at the online stage. LG pointed out that this stage of the recruitment included a psychometric test. There has been some research done nationally suggesting that BME applicants can be disproportionately affected by this test. MR added that the January process has been reviewed and that the next recruitment will not consist of a psychometric test. MR also added that the interview stage will be brought forward to select quality candidates at an earlier stage and that way to reduce a number of applicants going through the medical tests making the process more efficient.</p> <p>FK supported the new approach.</p> <p>JK asked what happens to those migration applicants (On-Call firefighters) who dropped out from the process. MR confirmed that they will still stay as On-Call firefighters on their current stations.</p> <p>GM expressed his concerns about no successful BME applicants and asked what is being done about it.</p> <p>MR replied that unsuccessful applicants from underrepresented groups were invited back for Positive Action workshops, where they received feedback from their recruitment process and where they need to improve next time. MR also reiterated that there will be some changes in the next recruitment process, so applicants are not unfairly affected. Furthermore, DFRS has advertised for a Positive Action Officer to solely focus on initiatives aiming an improving diversity of the organisation and progression within the Service. LG added that a newly appointed Positive Action Officer will be invited to the next meeting.</p> <p>ED asked what is included in Positive Action workshops. MR outlined content of the workshops.</p> <p>TT asked what would happen if all migration applicants came through. We would struggle to diversify the Service.</p>	<p style="text-align: right;">LG</p>

	<p>MR answered that there is a 15% cap on a number of successful migration applicants, but all current On-Call firefighters can participate in the external open process.</p> <p>TT noticed that a large proportion of female applicants dropped out at the Assessment Centre/fitness stage. Have we done anything about it? MR responded that this also has been reviewed and that in the next recruitment, fitness tests will not be as rigorous, however a more emphasis will be put on fitness and improving fitness during the training course.</p> <p>PM added that it will be a requirement at the end of the course to pass all fitness requirements.</p> <p>ED asked if ICIB members can see the recruitment process and be invited to observe. MR added that should be possible and will enquire further.</p> <p>TT asked if the interview is based on PQAs (Personal Qualities and Attributes). MR confirmed it and also added that the Service looks at personal experience applicants have.</p>	<p>MR</p>
4.	GENERAL DATA PROTECTION REGULATION (GDPR)	
4.1	<p>LT gave an overview of the GDPR and discussion took place surrounding the subject and potential implication for organisations, including community groups.</p> <p>RG asked what organisations could do to ensure they follow correct procedures. GM also asked about community organisations doing the right things. LT suggested to access the Information Commissioner's Office www.ico.org.uk for Data Protection Self-Assessment Toolkit.</p> <p>LT will edit the presentation so members could share it with their groups. LG to circulate it amongst members</p> <p>ED suggested that certain documents could have a symbol informing people about what can and what cannot be shared publicly.</p>	<p>LT LG</p>
5.	PEOPLE IMPACT ASSESSMENT (EQUALITY ASSESSMENT)	
5.1	<p>LG gave an update on the equality assessment process. People Impact Assessment (PIA) process including a new form will replace the previous Equality Impact Assessment. Training will be rolled out to relevant staff and ICIB members involved in consultation and review of PIA forms.</p>	
6.	DFRS EQUALITIES REPORT 2017/2018	
6.1	<p>LG gave an overview of the latest DFRS equalities report and will circulate the report to ICIB members. The report will also be available on the external website.</p>	<p>LG</p>

	TT pointed out that when looking at the figures from the wider perspective it is important to remember the difference in the makeup of City and County, i.e. in relation to ethnicity.	
7.	INDIVIDUAL UPDATES	
7.1	<p>TT raised a question if ICIB could have a representation at the Inclusion & Equality (I&E) Forum to increase transparency and openness as well as to improve communication and bring representation from the community. LG to raise this at the next Inclusion Performance Board and the I&E Forum.</p> <p>JK thanked the Service and Ascot Drive Green Watch for attending and engaging during the Ukrainian Summer Youth Camp at Weston on Trent. LG to pass the thanks to the Watch.</p> <p>JOB shared that Hearing Help UK were successful and won the Derbyshire County Council tender process to provide hearing support services for the Council. Part of the contract is to establish 8 outreach surgeries for the community. All of the surgeries have now been established and most of them set up near Health Centres. RW runs the surgeries in following locations: Wirksworth, Ashbourne, Swadlincote, Long Eaton, Ilkeston, Belper, Alfreton and Ripley.</p> <p>JOB also added that jointly with P&I, Hearing Help UK visited all fire stations with community room and audited them for accessibility for hard of hearing. A report with recommendations has been submitted to the Inclusion Officer and the Area Manager Strategic Property Lead.</p>	<p>LG</p> <p>LG</p>
8.	DATE OF THE NEXT MEETING	
8.1	<p>Dates of future meetings:</p> <p>14th December 2018</p>	