

Executive Committee Meeting

MoJ, Room 8.28A 102 Petty France, London, SW1H 9AJ

12th July 2017, 4.00-5.30pm

Present:

Harsha Savani **(HS)**, Deputy Chair – DWP
Rob Neil **(RN)**, Chair of CSRF – MoJ
Samuel Habib **(SH)** - MoJ
Vivienne Connell-Hall **(VCH)** – MoD

Apologies:

Andrew Moncrieffe **(AM)** – DWP
Augustine Entonu **(AE)** – CO
Bo Emecheta **(BE)** – DfE
Derrick Christie **(DC)** – Land Registry
Fatima Uzzaman **(FU)** – DWP
Frank Munro **(FM)** – Defra
Helen Hylton **(HH)** – HO
Jaswinder Nagra **(JN)** – MoJ
Kailesh Sudra **(KS)** – DWP
Oscar Joseph **(OJ)** – HMRC
Paul Haughton **(PH)** – MoJ
Safra Malik **(SM)** - HMRC
Samantha Ruddock **(SR)** – DWP
Sarah Guerra **(SG)** – King's College London
Smita Mehta **(SM)** – MoD
Susan Debique **(SD)** – MoD

Key Points

- Next ExCo meeting on **31st of August** – MoJ – 102 Petty France, London, SW1H 9AJ.
- Next All Members Meeting on **Wednesday 26th of July from 2.00pm**, HM Land Registry Peterborough Office, Stuart House, City Rd, Peterborough PE1 1QF.
- CSRF elections will be held on **in September 2017** – the ballot will come out on the **4th of September** – the ballot will close on the **29th of September**.

Actions

Action for SH and KS: An agreed blank, pro-forma to be sent to all members of CSRF.

Action for VC: To circulate version 2 of the Culture Change document by the **19th of July**.

Action for PH: To complete the 'one-pager' – to give to (Samiya Begum – from Project Race) to complete an infographic by the **19th of July**.

Action for FM: To complete an account of budgetary from the development of their questionnaire which will be provided to all members by the **26th of July**.

Action for all: All ExCo members need to consider and agree when they will help manage the email inbox for coms.

Action for SH: To send out revised ExCo chart for all CSRF members

Action for HS: To send out an agreed note in time for the meeting on the **26th of July**, in relation to the cross/government BAME network.

Action for HS: to attend and represent the Cabinet Office meeting for BAME networks, on behalf of CSRF on the **17th of July**.

Action for HS: For distribution process of an overview for the elections - to have full members meeting on the **26th of July** for CSRF elections.

Action for VC: To supply conformation of election process.

Action for all: To update/file work streams **5 days** before a meeting taking place.

Action for SH: To book the room and send out the agenda in time for next meeting.

Items 1-2: Welcome and Actions Log (21st June 2017 minutes)

RN: CSRF membership update – needs to be refreshed and updated.

Action for SH and KS: An agreed blank pro-forma to be sent to all members of CSRF.

Item 3 – Update from all Work Streams including progress/actions

Culture change

VC: Feedback now received – version 2 will be produced.

Action for VC: Circulation of version 2 of that document will happen by the 19th of July.

Action for PH: To complete the ‘one-pager’ – to give to (Samiya Begum – from Project Race) to complete an infographic by the 19th of July.

L&D

Action for FM: An account of budgetary requirements will be completed upon development of questionnaire, to be provided to all members by the 26th of July.

Talent and Leadership

HS: Talent work stream is looking at the civil service workforce plan, to align with the CSRF workforce plan; whilst working closely with the CSRF L&D team.

Comms

Action for all: coms inbox rota – all ExCo members need to consider and agree when they will help manage the email inbox.

RN: see 21st of June minutes for details about the actions.

Item 4 – Update Rob and Harsha

Westminster Briefing Event;

RN: Co-presented with HS and slide pack from the 6th of July will be sent out.

Action for SH: To send out revised ExCo chart for all CSRF members.

BAME Networks;

RN: Met with cross/government BAME networks.

Action for HS: An agreed note will be circulated in time for the meeting on the 26th of July.

Action for HS: To attend and represent the Cabinet Office meeting for BAME networks, on behalf of CSRF on the 17th of July.

Employee Voice;

RN: Employee Voice Group Frank Munro represented – minutes awaiting.

Civil Service D&I Strategy;

RN – ongoing action: CSRF will continue to contribute to the review of Civil Service D&I strategy.

Race Programme;

RN: The Cabinet Office remain on track to launch BAME inclusion programme by September 2017 – will be known as the BAME Inclusion programme.

Black History Month;

RN: Frank Munro and Abdul Rob, to work with Nikita Mistry to design and deliver Black History Month 2017.

Item 5 – CSRF Elections and EOI for secretariat

Action for HS: For distribution process of an overview for the elections - to have full members meeting on the 26th of July for CSRF elections.

Action for all: CSRF elections will be held on in September 2017 – the ballot will come out on the 4th of September – the ballot will close on the 29th of September.

Action for VC: To supply conformation of election process.

Item 6 – CSRF inbox

HS: Refer to agenda item 3 – sub-section Coms.

Item 7 – AOB

HS: Reiterated the strategic aim to have all CSRF outputs and deliverables, developed in line with the CSRF game changing principle.

Action for all: Please be reminded that updates for work streams should be filed 5 days before a meeting taking place.

Item 8 – Date of Next Meeting

Date of next meeting – ExCo meeting on the 31st of August at MoJ.

Action for SH: to book the room and send out the agenda.

Annex A – Allies Strategy

Why it works:

'Race Ambassador' is a term used to describe an advocate for racial equality in the workplace and is a person who believes that black, Asian and minority ethnic [BAME] people should experience full equality in the workplace. Some BAME colleagues have negative experiences in the workplace because of the ethnicity and usually the visible difference e.g. the colour of the skin.

White Race Ambassadors can play a crucial role in making their workplace more inclusive. Read on for some top tips:

How to do it:

- ✓ **Get to know the issues:** speak to BAME colleagues, friends and family members to find out about their experiences at work; as intrinsic owners of the issues, they'll have ideas about making the workplace more BAME friendly
- ✓ **Make it personal:** talk about your own experiences, or your BAME friends and family members, or stories that BAME colleagues have shared with you (check with them first obviously); you'll help others understand why this matters
- ✓ **Be yourself:** effective allies need only reflect on their own personal values; ask yourself (and your colleagues too, maybe) how would you like to be treated at work?
- ✓ **Ask for help:** it's easy to worry about saying the wrong thing and offending people; but if you're taking a positive step you'll find BAME colleagues happy to answer your questions
- ✓ **Be visible:** be clear about the importance of race equality to you and your department; public commitments from allies help people understand this isn't just about 'ticking the boxes'
- ✓ **Put words into practice:** at all levels in your department, don't just talk about equality, act on it – challenge racist behaviour, become a Race Ambassadors
- ✓ **Demonstrate leadership:** as a leader being visible and saying 'race equality at work is important' can powerfully influence the culture of an organisation, a division or a team; and it doesn't just affect how we treat our staff but demonstrates our values to stakeholders, clients and the public
- ✓ **Mentor and support BAME staff:** their ethnicity is relevant to their experiences at work and understanding this helps you manage them better and helps them to perform to their full potential
- ✓ **Hold colleagues to account:** no-one can personally drive every single equality initiative; holding colleagues to account on what they are doing to advance race equality at work is one of the most effective tools that Race Ambassadors have.

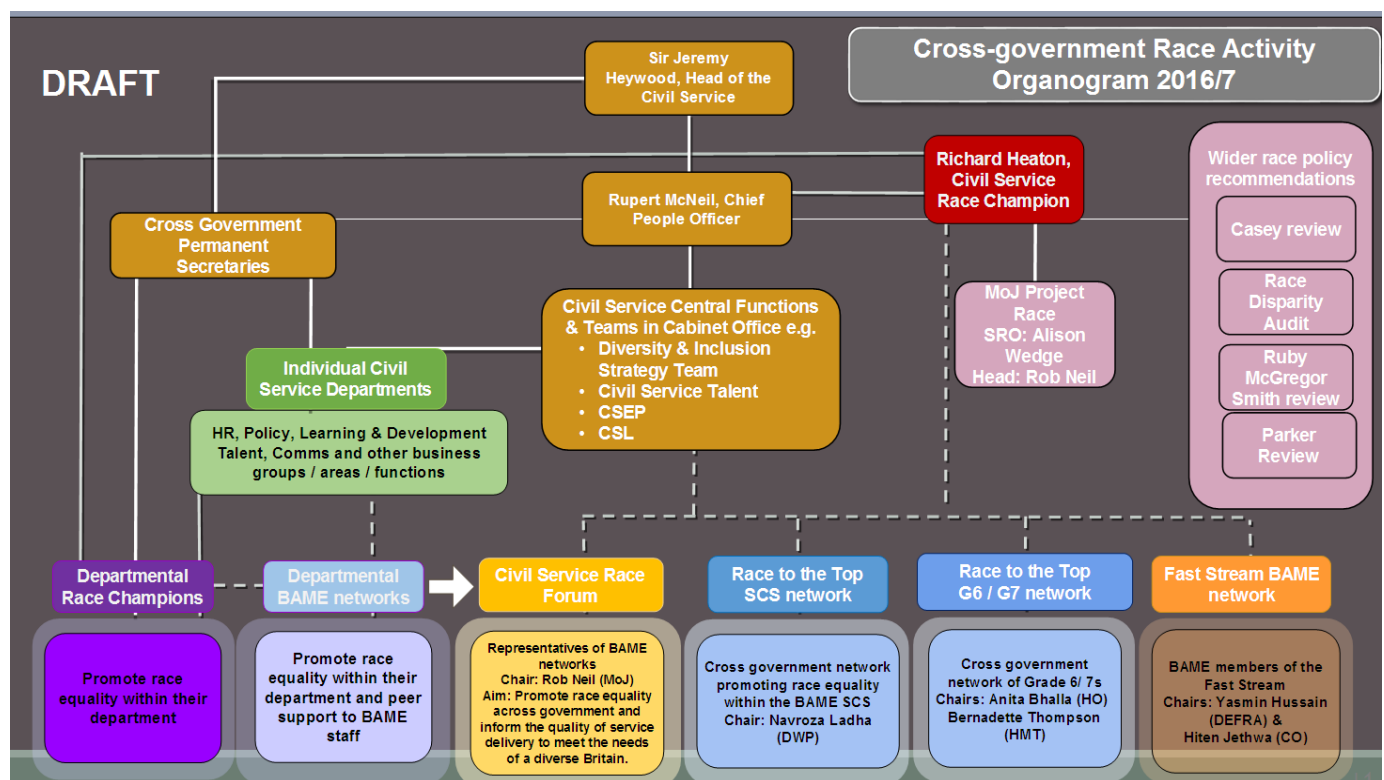
- ✓ **Make it natural:** there's no right or wrong way to be a straight ally; just be yourself so your colleagues know that BAME equality is something you embrace because you care not because you have to

Annex B – Game Changing Principles

1. **Data:** the numbers, the scores on the doors!!! What are we measuring, are we measuring the right things and who has access to the data? I know that at MoJ we have taken on the challenge of sharing the data and our Perm Sec has commissioned a Race Dashboard which BAME staff have been able to help create. Just to be clear, when we talk about data at CSRF we are really referring to recorded evidence and the insight this can offer us. Our game changing principle requires data to be accessible, responsive to the evolving nature of post - modern inequalities e.g. intersectionality and relevant i.e. in respect of what is being measured.
2. **Governance:** at CSRF we believe that those who feel it, know it!!! As an extension of that belief, we also conclude that it is no longer appropriate to rely on a room full of well meaning white people to identify and design a strategy capable of delivering on race equality. **Our principle in respect of Governance declares race equality expertise and insight to be a core requirement of strategic decision making and, therefore, suggests that CSRF – and other cross-Government BAME Networks – be represented on relevant Boards and Committees. CAUTION** - this is not about delegating responsibility for race to one team/network or assuming ones ethnicity alone gives them exclusive authority to speak to the issue of race equality, but recognising the unique contribution of intrinsic owners and our commitment to encouraging diversity of thought.
3. **Policy:** when we talk about policy at CSRF we are referring to Policy, Practices AND Procedures. Our experience via members real and lived experience is that too often our Policies, Practices and Procedures not only fail to address pre-existing and measured race equality fault lines e.g. disproportionate appraisal outcomes, learning & development opportunities and approach to talent management [PAUSE] in some instances our policies, practices and procedures actually impact negatively on the employee life cycle of BAME colleagues. **Our Policy game changing principle insists that our future D&I strategy include a clear evidenced based action plan aligned with – and committed to – addressing the systemic race equality fault lines that we know exist.**
4. **Investment:** well, in some ways we could have started here. Today is an 'investment' – when we consider the cost – not so much the budget for the event – but more about our collective time spent. Of course, it's not only about time, it is also about how as leaders can facilitate that allocation of time. Think about your own Departmental BAME Staff Network [PAUSE] Are your intrinsic owners seen as business critical, are they afforded the time [and space] to contribute to this agenda. What is the current level of investment in cross Government Staff Networks, how sustainable is the current position and how can we improve that provision. **This game changing principle wishes to highlight the ROI possible through staff networks as; internal consultants, subject matter experts and ambassadors for inclusion.**
5. **Accountability:** flowing from Governance, this principle is really about embedding a way of working which encourages inclusive leadership and compels each of our leaders to do what's needed to be done, evidence that activity and share it i.e. DO, SHOW & SHARE!!! **Our Accountability game changer insists that we implement a quality mark [or standard] which is routinely monitored, embedded and published in respect of improving race equality outcomes.**

6. **Scrutiny:** again, linked to the overall issue of Governance, this principle speaks to our integrity and our ability to keep each other honest. How can we work together to deliver on race equality, especially when the going gets tough e.g. when specifically designed programmes do OR don't appear to work. Will we invite critical friends to help scrutinise our efforts or will the civil service end up marking its own homework? **This game changing principle asks that we identify where gaps exist and commission the development of new policies [practices or procedures] where relevant in the pursuit of improving race equality outcomes.**
7. **Future Proof:** these ARE challenging principles – exciting, but challenging. At times racial disparities can seem intractable – indeed some of us have been paying attention to these issues for a very long time. At CSRF we believe that delivering Race Equality is not beyond our reach. As we strive to become the UK's most inclusive employer over the next three years, let's actively pursue race equality with a collective commitment to continuous improvement and focus on improving outcomes that deliver business benefits for the Civil Service and the public. **The principle of this game changer insists that we cannot really be a completely BRILLIANT civil service until we recruit more BAME talent, address underrepresentation and improve our SCS BAME population.**

Annex C – Cross Government Race Stakeholders



Annex D – CSRF Role Specs

Job Title – Chair of CSRF

Grade/Band/Span –

Task No.	Task Description	% of time
1.	Co-ordinating the collective views of member department's BAME Staff Networks across the civil service.	
2.	Harmonising and aligning plans which support the delivery of race equality across the civil service and address raised departmental issues of concern.	
3.	Ensuring the implementation of a modern communications strategy via appropriate channels in promotion of agreed network aims.	
4.	Representing the collective views of member department's BAME Staff Networks directly to relevant senior management, including; Head of Civil Service, Civil Service Diversity & Inclusion Team and the Civil Service Race Champion.	
5.	Exploring and utilising relevant tools to collate representative views e.g. conducting viable surveys of members.	

6.	Liaising with a range of stakeholders including; TUS, Heads of Diversity, Civil Service D&I, Talent and Resourcing as well as OGD's, on issues concerning race equality to further inform policy, procedures and practices.	
7.	Recruit and lead an Executive Committee, including a Deputy Chair and up to x4 WorkStream Leaders and x3 Non-Executive Directors.	

Chair of CSRF ROLE SPEC 2017-18

Job Title – Deputy Chair of CSRF
Grade/Band/Span –

Task No.	Task Description	% of time
1.	Supporting and advising the Chair of CSRF in Co-ordinating the collective views of member department's BAME Staff Networks across the civil service.	
2.	Liaising with directly with Chairs of BAME Staff Networks to assist the Chair of CSRF in Harmonising and aligning plans which support the delivery of race equality across the civil service and address raised departmental issues of concern.	
3.	Working closely with the Communications WorkStream Lead to ensure implementation of the CSRF Communications Strategy.	

4.	Supporting the Chair of CSRF to represent the collective views of member department's BAME Staff Networks directly to relevant senior management, including; Head of Civil Service, Civil Service Diversity & Inclusion Team and the Civil Service Race Champion.	
5.	Acting as a first point of contact for any member BAME Network personnel matters and briefing the Chair of CSRF as required.	
6.	Leading the coordination of outreach activity on behalf of CSRF and reporting back at periodical CSRF ExCo meetings.	
7.	Deputising for the Chair during any absence by chairing meetings and representing CSRF at both internal and external meetings.	

Deputy Chair of CSRF ROLE SPEC 2017-18

Job Title – WorkStream Leader on CSRF ExCo
Grade/Band/Span –

Task No.	Task Description	% of time
1.	Study commensurate....	

2.	Research	
3.	Recruit	
4.	Identify, propose & recommend – thought leadership	
5.	Lead delivery of	
6.	Represent..	
7.	Remain a point of contact and succession plan..	