

## Full Member's Meeting

Continuous Improvement Hub, HMCTS, Reading Crown Court, Old Shire Hall, The Forbury, Reading, Berkshire RG1 3EH

22<sup>nd</sup> September 2017, 1.00 – 4.30pm

### Present:

BARRY MUSSENDEN (**BM**) = DoH  
ABDUL ROB (**AR**) = CSRF NED  
FRANK MUNRO (**FM**) = DEFRA  
HARSHA SAVANI (**HS**) = Deputy Chair, DWP  
PAUL HAUGHTON (**PH**) = MoJ  
RAHIMA ELAHEEBUCUS (**RE**) = DoE  
ROB NEIL (**RN**) = Chair, MoJ

### Apologies:

1. CHANDRU DISSANAYEKE
2. DERRICK CHRISTIE
3. DIPAK VALAND
4. HAMID MOTRAGHI
5. HEMITA BHATTI
6. JASWINDER NAGRA
7. KAILESH SUDRA
8. KULJIT DHILLON
9. MAUREEN MARTIN
10. MICHELLE HERBERT
11. SARAH GUERRA
12. SMITA MEHTA
13. SUSAN DEBIQUE
14. TOYIN SOLEYE

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### Key Points and Actions

- No nominations have been received for the position of CSRF Chair or Deputy Chair.
  - The election window for these positions has therefore been extended until the Full Member's Meeting on October 27<sup>th</sup> 2017.
  - **ACTION FOR RC: Book a suitable room for election results in 102 Petty France from 15.00 – 17.00, 26<sup>th</sup> January 2017**
  - **ACTION for ALL CSRF MEMBERS: Share CSRF roles amongst their networks by 28<sup>th</sup> Oct 2017**
  - **ACTION for ExCo: Succession planning for CSRF chair and Deputy and EXCO leads and establish a working group for all the 4 strands**
  - **ACTION for RN: Contact WINSTON MURRAY (FCO) and ask to cascade role amongst relevant networks by 28<sup>th</sup> Oct 2017**
  - **ACTION for ALL – to see why participation at Full Members meeting has declined.**
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## List of Actions

1. **ACTION for ALL CSRF MEMBERS:** Share CSRF roles amongst their networks by 28<sup>th</sup> Oct 2017
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3. **ACTION for ExCo:** To see why participation at all members meeting has declined.
4. **ACTION for ExCo:** Succession planning for CSRF chair and Deputy and EXCO leads and establish a working group for all the 4 strands
  
5. **ACTION for RN:** Contact WINSTON MURRAY (FCO) and ask to cascade role amongst relevant networks by 28<sup>th</sup> Oct 2017.
6. **ACTION for RN:** Contact WINSTON MURRAY (FCO) and ask to cascade role amongst relevant networks by 28<sup>th</sup> Oct 2017.
7. **ACTION for RN & PH:** Work together to find a replacement for the lead on the Culture Change workstream.
  
8. **ACTION for RE:** Contact senior management via email to inform them of DEFRA's adoption of Project Race
  
9. **ACTION for HH & BM:** Read and make amendments to culture change document and return to PH.  
Action for HH and FM: convene and prepare arrangements for 6<sup>th</sup> December celebrations
  
10. **ACTION for HS:** Produce a one-pager outlining what lessons ExCo has learnt during their tenure over the past year to do ever better.
  
11. **ACTION for RC:** Identify venue for 6<sup>th</sup> December celebration at the MoJ on the Lower Ground
12. **ACTION for RC:** Create a presentation outlining CSRF's accomplishments, with each slide noting a particular achievement.
13. **ACTION for RC:** Book a suitable room for election results in 102 Petty France from 15.00 – 17.00, 26<sup>th</sup> January 2017
14. **ACTION for RC:** Identify reasons why aforementioned CSRF Member's did not respond.
15. **ACTION for RC:** Pass SUZY LEVY'S details to AR.
16. **ACTION for RC:** Revise adverts for Chair and Vice-Chair roles – ensure consistent CSRF branding
17. **ACTION for RC:** Book a suitable room for election results in 102 Petty France from 15.00 – 17.00, 26<sup>th</sup> January 2018.
18. **ACTION for RC:** Send CSRF terms of reference to the following:
  1. cross-government BAME networks (cc'ing. Richard Heaton);
  2. Race to the Top, G6/G7, Fast Stream, and obtain their terms;
  3. CSRF Members, asking them to digest.
  
19. **ACTION FOR AR:** Invite SUZY LEVY'S to a Full Member's Meeting.

## **Item 1 – CSRF 2017/2018 Elections:**

- PH: No nominations received for the position of CSRF Chair or Deputy Chair.
  - RN: Given nil nominations, the election window for all ExCo positions to be extended until Full Member's meeting on 26th January 2018.
    - Election results will be announced on 26<sup>th</sup> January 2017 at 102 Petty France.
    - **ACTION for RC: Book a suitable room for election results in 102 Petty France from 15.00 – 17.00, 26<sup>th</sup> January 2018.**
    - Having explored several options, RN & HS are to continue in their current roles in an interim capacity until January 2018 - ExCo are to continue to provide support.
  - PH, RE, RN : Advertising for the roles of CSRF Chair, Deputy Chair, and Secretariat, need to be stepped up – Black History Month (BHM) to be used as a platform to achieve this.
    - Benefits of these positions need to be clearly expressed during election process.
    - **ACTION for ALL CSRF MEMBERS: Share CSRF roles amongst their networks.**
    - **ACTION for RN: Contact WINSTON MURRAY (FCO) and ask to cascade role amongst relevant networks by 28<sup>th</sup> Oct 2017**
    - **ACTION for RC: Revise adverts for Chair and Vice-Chair roles – ensure consistent CSRF branding**
  - KAILESH SUDRA has completed his one-year term in his ExCo position as lead on the Communications Workstream.
    - ExCo expresses their sincere thanks to KAILESH SUDRA for all the work and support he has offered throughout the year – we wish him all the best.
  - PAUL HAUGHTON to step down in his ExCo position as lead on Culture Change work stream but agreed to remain a member of the work stream.
    - **ACTION for PH & RN: Work together to find a replacement for the lead on the Culture Change workstream.**
  - SMITA MEHTA to remain in current position as lead for the Leadership & Talent Management workstream.
  - FRANK MUNRO to remain in current position as lead for the Learning & Development workstream.
  - PH & BM: Express their thanks to the now Interim Chair and Co-Chair for their excellent work over the last twelve months.
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## **Item 2 – Actions and Matters Arising from Previous Meeting**

### Updates/Check-in

- FM: DEFRA will be launching its own Project Race soon based on MoJ's version.
- FM: Organising four events for BHM across four locations: Newport (26<sup>th</sup> Oct), Manchester (TBC), Birmingham (24<sup>th</sup> Oct), Croydon (27<sup>th</sup> Oct)
  - Key message for the events is to outline what CSRF and Cabinet Office have achieved together over the last year;
  - Theme for the events is 'thirty', as BHM has been in the UK now for 30 years. Action points are to be taken from the event and progress is to be relayed a month later to a central figure who will collate this information.
  - **ACTION for RE: Contact senior management via email to inform them of DEFRA's adoption of Project Race**

- PH: RISE (full acronym first) (HMPPS BAME network) has been trying to gain support from the business in arranging events for BHM. This has proven challenging due to lack of support and investment from management.
  - RISE has therefore decided that it will not be arranging events for BHM this year, as it is not possible to arrange these types of important events without receiving support from the business.
  - RISE, in conjunction with other diversity networks, should ensure that the reasoning underlying this decision is shared with the membership.
- PH: An HMPPS committee, which includes RISE representatives, is investigating what actions to take following the 35 recommendations outlined in the Lammy Review.
- PH: RISE is looking at arranging a development day for RISE Area Leads to assist them in their role.
- RN: Both Project Race and PROUD will not be arranging events for BHM this year, again due to inadequate support and investment from the business.
- RN: Joint paper from Project Race and PROUD is soon to be presented to senior members of the business which outline the challenges posed to diversity networks due to inadequate resourcing.
- HS: DWP's BAME diversity network, 'Inspire and Achieve', continues to grow in success:
  - several events scheduled during National Inclusion Week;
  - DWP Race Champion is formalising how diverse panels are utilised in the recruitment process;
  - training for BAME colleagues on emotional resilience has recently been approved and delivered;
  - blogs and case studies for positive action pathway has been uploaded onto the DWP internal intranet social media system.
- BM: Organising an event to take place on 11<sup>th</sup> October 2017, including guest speakers.
  - Event is to explore organ donation for BAMR individuals, in response to findings from the Race Disparity Unit.
- RM: Working on Policy Fest in DfE and asked for this to be linked to Black History Month to get a better range of audience.
- HH & AR: Home Office and DCLG are arranging a joint event. No further updates on Home Office activity.

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### **Item 3 – CSRF Terms of Reference**

- RN: Members are to be reminded to keep abreast of CSRF terms of reference.
  - **ACTION for RC: Send CSRF terms of reference to the following:**
    - 1. cross-government BAME networks (cc'ing. Richard Heaton);**
    - 2. Race to the Top, G6/G7, Fast Stream, and obtain their terms;**
    - 3. CSRF Members, asking them to digest.**

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### **Item 4 – CS D&I Strategy**

- Nothing to report.

## Item 5 – BAME Inclusion Programme

- Nothing to report.
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## Item 6 – CSRF ExCo Updates

- PH: **Action for HH and BM: Read and make amendments to culture change document and return to PH.**
  - FM: At most recent ExCo, ROB NEIL requested that SMITA MEHTA produce a one-pager outlining costs of running CSRF;
    - FM is waiting for relevant figures to be obtained from GDS colleagues
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## Item 7 – ExCo Reflections

- HS: Reiterates Chair and Co-chair's commitment to the role over the past twelve months. Suggests ExCo would do well to reflect how the year has progressed, including their primary achievements, and areas for improvement.
    - **Action for HS: Produce a one-pager outlining what lessons ExCo has learnt during their tenure over the past year to do ever better.**
  - RN: Suggests an informal celebration for ExCo members on 6<sup>th</sup> December.
    - **Action for RC: Identify venue for 6<sup>th</sup> December celebration at the MoJ on the Lower Ground**
    - **Action for HH and FM: convene and prepare arrangements for 6<sup>th</sup> December celebrations**
  - PH: Suggests creation of a chronological presentation documenting CSRF accomplishments.
    - **Action for RC: create a presentation outlining CSRF's accomplishments, with each slide noting a particular achievement.**
  - AR: 29 CSRF Members did not respond to the Full Member's invitation in any capacity – this is disconcerting. Diversity network members need to meet their commitments.
    - **ACTION for RC: Identify reasons why aforementioned CSRF Member's did not respond.**
  - AR: BHM presents an opportunity for the MoJ Perm Sec to be visible in his title as a 'Race Champion'.
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## AOB

- RN: Aims to meet with SUZY LEVY.
  - **ACTION for RC: Pass SUZY LEVY'S details to AR.**
  - **ACTION for AR: Invite SUZY LEVY'S to a Full Member's Meeting.**
- AR: Launched a new publication, The Diversity Digest.
- HH: Executive committee chairs should step up in their responsibilities to alleviate pressure on Chairs

We continue to explore options to extend CSRF membership, including the private sector – current focus remains on building CSRF infrastructure.

- Congratulations to HARSHA SAVANI for her successful application to the Food Standards Agency [FSA].
- Future meeting dates:
  - 13<sup>th</sup> October 2017 – ExCo Meeting
  - 25<sup>th</sup> October 2017 – Full Member's Meeting
  - 26<sup>th</sup> January 2018 – Full Member's Election