



Review of Derby City Council's Diversity Forums

SUMMARY

- 1.1 Derby City Council has a long history of engaging with our residents to inform the decisions that we make. To make sure we are appropriately considering the needs of groups of individuals with protected characteristics we currently have four Diversity Forums...
 - Disabled People's Diversity Forum.
 - Gender and Sexual Orientation Diversity Forum.
 - Minority Communities Diversity Forum.
 - Older People's Diversity Forum.
- 1.2 In addition to the above, Derby City Council supports two meetings of the 50 plus Forum, members of which also feed into the Older People's Diversity Forum.
- 1.3 Support for the forums is provided through Strategic Services and Transformation and the Lead on Equality and Diversity attends all, except the Older People's Forum.
- 1.4 As part of the budget savings delivered in 2015/16 Strategic Services and Transformation reduced budgets by 40% between 2014/15 and 2015/16. An equality impact assessment completed as part of this process identified the need for the forums to be reviewed to consider how support could be maintained whilst addressing some of the issues that had been identified in the overall effectiveness of the forums.
- 1.5 To inform the review of options going forward the views of Forum Members, Council Officers and Forum Champions were sought to inform a discussion of options with the Forums on 23 July 2015.
- 1.6 The purpose of this report is to present Council Cabinet with a summary of the findings from all the review activity alongside the recommended option for the structure and running of the forums going forward.

RECOMMENDATIONS

- 2.1 To note the findings of the review paying particular attention to:
- the cross over in activity between the forums in 2014/15 and an assessment of the impact of the forums on decision-making set out in the 2014/15 Annual Report (Paragraph 5.2 and **Appendix 2**)
 - what forum members said about why they attended meetings and what they felt they achieved through attending forum meetings (paragraph 6.3)
 - what Council officers felt they gained through using the forums (paragraphs 6.7 – 6.9)
 - the views of Forum Champions (paragraph 6.10).
- 2.2 To approve the recommendation to change the current format and structure of the forums. Based on feedback received through the event held in July the proposal is to move away from four individual forum meetings and to combine the forums into one, which can meet on a more regular basis. To make sure we continue to take into account the individual needs and implications of each of the forums the structure of the sessions will focus on group discussion of items within the current four forum structures.

A full assessment of the advantages of this option and the implications are set out in **Appendix 3**, with an equality impact assessment in **Appendix 4**.

REASONS FOR RECOMMENDATIONS

- 3.1 Following the restructure of Strategic Services and Transformation to deliver budget savings identified for 2015/16 capacity to support the forums in their current format has declined. Historically there has been up to two full-time equivalent (FTE) posts dedicated to supporting the forums. This has recently been reduced to 0.5 FTE, which means the number of meetings that was being supported (18 per year in 2014/15) is no longer sustainable.
- 3.2 As part of the re-structure of Strategic Services and Transformation an Equality Impact Assessment identified the need for a review of the Diversity Forums. The aim of the review was to firstly identify an option which would ensure support could be sustained within proposed capacity but also, if possible, to look at ways to make them more effective in influencing Council decision-making.



COUNCIL CABINET
9 September 2015

Report of the Chief Executive

SUPPORTING INFORMATION

4 Background and context

- 4.1 The Council has a long history of engaging with Derby's local communities. This remains a key priority to us as shown by the Big Conversation, our Neighbourhood Forums, Councillor Surgeries and the many ways in which we engage with service users on a day to day basis.
- 4.2 Engaging with diverse communities is an integral part of this overall approach and the Council currently has four Diversity Forums that cover a number of the protected characteristics for our communities...
- Disabled People's Diversity Forum.
 - Gender and Sexual Orientation Diversity Forum.
 - Minority Communities Diversity Forum.
 - Older People's Diversity Forum.
- 4.3 A number of the forums are well established and have been in place since the 1980's. The most recent addition was the Older People's Diversity Forum, which was introduced in September 2014.
- 4.4 The capacity to support the forums has changed considerably over recent years reducing from two full time equivalent posts (FTE) to the current resource of 0.5 FTE (which reduced from 1 FTE as part of budget reductions between 2014/15 and 2015/16).
- 4.5 Based on existing structures and format on average each forum meets four times per year. In addition to this, the post that supports the Diversity Forums also provides support for two meetings of the 50 plus Forum (they also meet four times a year but minimal support is provided for two of their meetings which focus on issues relevant to both them and on Council business).
- 4.6 To enable a thorough review of the forums to be completed informing the recommendation to Cabinet on the preferred option going forward a number of activities have been undertaken...
- A review of forum activity over the last three years.
 - Analysis of current strengths, weaknesses, threats and opportunities.
 - Asked Forum Members what they think.

- Asked Council staff what they think (those who have used the forums and those who have not).
- Asked members of the community who have disengaged what they think.
- Met with the Forum Champions.
- Looked at what other authorities are doing.

5 Review of 2014/15

- 5.1 During 2014/15 the forums considered a number of topics (both relevant to Council decision-making and also local issues they have brought to the forums for discussion). A review of this activity has identified that there is considerable repetition in the agenda items discussed by each of the forums. This required Council Officers to attend multiple meetings to gain feedback and is not an effective use of existing capacity and resources.
- 5.2 Set out below is a table that illustrates the duplication in activity (those agenda items highlighted in '*italics*' have been considered at more than one forum meeting)...

Forum	2014/15 Key agenda items
50+ Forum	Older Person's Accommodation & Support Strategy, <i>Council Plan</i> , Management Committee Election, <i>Workforce statistics</i> , <i>Health and Wellbeing Board</i> , <i>Big Conversation</i> , National Pensioners Convention and Treasurer's Report
Disabled People's Diversity Forum	<i>Safeguarding Adults at Risk</i> , Deaf and Hearing Impaired People's Commitment, Disabled Parking Bays, Derby Arena, <i>Customer Experience</i> , <i>Information and Advice and Quality Assurance</i> , <i>Homelessness Strategy</i> , <i>Council Plan</i> , Council House evacuation, <i>Mental Health Services</i> , Disability related expenditure (DRE) and the <i>Big Conversation</i> , <i>Implementing the Care Act</i> , <i>Winter Friends</i> , <i>Health & Wellbeing Strategy</i> , Review of Voter Turnout at Local Elections
Gender and Sexual Orientation Diversity Forum	<i>Safeguarding Adults at Risk</i> , <i>Council Plan</i> , <i>Customer Experience</i> , <i>Information and Advice and Quality Assurance</i> , <i>Workforce statistics</i> , <i>Health and Wellbeing Board</i> , Derby & Derbyshire Mental Health Carers, International Women's Day 2015 and the <i>Big Conversation</i> , <i>Care Act</i> , <i>Winter Friends</i> , <i>Citywide Events Strategy and Voluntary</i> , <i>Community & Faith Sector Grant Aid</i>
Minority Communities Diversity Forum	<i>Safeguarding Adults at Risk</i> , <i>Council Plan</i> , New Communities Strategy for Derby, <i>Homelessness Strategy</i> , <i>Workforce statistics</i> , <i>Mental Health Services</i> , Extremism and Prevent Strategy, <i>Adult Education: community learning programme</i> , <i>Implementing the Care Act</i> , <i>Personalisation</i> , <i>Winter Friends</i> , <i>Citywide Events Strategy</i> and Improving the local environment in our neighbourhoods
Older People's Diversity Forum	The <i>Big Conversation</i> , <i>Council Plan</i> , <i>Workforce statistics</i> , Reaching other older people's groups, <i>Implementing the Care Act</i> , <i>Mental Health Services</i> , <i>Adult Education: community learning programme</i> , <i>Homelessness Strategy</i> , East Midlands Ambulance Service, <i>Winter Friends Project</i> , <i>Your Life, Your Choice: Personalisation</i> , <i>Citywide Events Strategy and Voluntary</i> , <i>Community & Faith Sector Grant Aid</i>

5.3 Alongside the above this is also evidence that attendance at forum meetings has declined (although this may have been driven by the decision that only one representative from each organisation should attend)...

- Disabled People's Diversity Forum – 38 organisations represented / individuals attending in 2014 (33% decline from 2012).
- Gender and Sexual Orientation Diversity Forum – 14 organisations represented / individuals attending in 2014 (46% decline from 2012).
- Minority Communities Diversity Forum – 34 organisations represented / individuals attending in 2014 (36% decline from 2012).
- Older People's Diversity Forum – 20 organisations represented / individuals attending in 2014 (No comparisons available).

5.4 Despite reducing attendance and repetition in the items considered by the forums there has been some significant examples of impact – a full summary of this is contained within the 2014/15 Annual Report (**Appendix 2**).

6 Feedback – Views on the current effectiveness of the forums

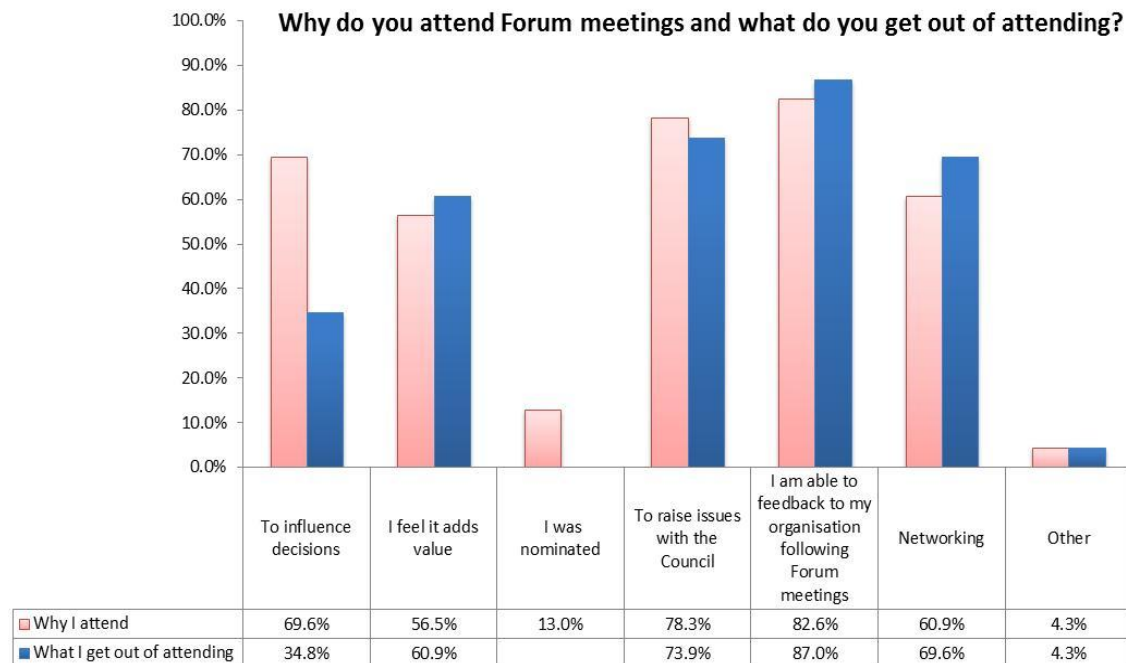
6.1 To inform any decisions regarding the forums going forward a number of consultation activities have been completed to assist in the identification of options. Any further opportunities for improving the effectiveness of the forums whilst considering there is less capacity available to support them have also been explored.

Feedback from current forum members

6.2 A total of 23 forum members (26% of the total membership) responded to a survey, which aimed to identify why they attended forum meetings, what they felt worked well and what could be improved...

- Responses were received from members of all forums, with the most received from the Disabled People's Diversity Forum (52% of all responses), followed by the Minority Communities Diversity Forum (35%). It should be noted that these are the longest running and therefore the most established forums.
- Three quarters of current members who responded had heard about the forums through the Council.
- The largest percentage, 44%, had volunteered to attend the forums although nearly a third (30%) of individuals had been nominated by their organisation.
- Just over 50% of members who had responded had attended three or more meetings in the past 12-months.
- Just over 50% of members who responded had been a part of the forums for 3 years or more.

- 6.3 The largest percentage of members who responded to the survey attend the forums to raise issues with the Council, influence decisions and add value however when asked what they gained from attending most felt it enabled them to raise issues, feedback to their organisation and to network; with very few stating that they actually felt able to influence decisions...



- 6.4 Reinforcing the above, although 74% of members felt that they were listened to only 39% felt that their expectations were met.
- 6.5 Overall, 57% of members who responded to the survey felt that their organisation could influence Council decisions. However, for those members who had participated in either a targeted Task and Finish Group or an Equality Impact Assessment nearly 60% felt **more** able to influence decisions, which may suggest that the forums in their current format and structure do not effectively promote opportunities for influencing decisions (It should be noted that although coordinated through Strategic Services and Transformation Task and Finish Groups and EIAs are the responsibility of service areas to resource and support).
- 6.6 When asked at the options review session on 23 July whether members who were there agreed with the survey findings the largest percentage confirmed that they did.

Feedback from Council Staff

- 6.7 A total of eight Council Staff who had used the forums over the last two years responded to a survey on their experiences of using the forums. The forums which had been most frequently consulted with were the Disabled People's Diversity Forum and the Older People's Diversity Forum.

- 6.8 Most people who have used the forums in the last two years felt that they consulted with them at the right time and that the feedback was useful and had influence decisions (please refer to Appendix 2 for specific examples).
- 6.9 To understand why staff do not consult with the forums a survey was sent to Service Directors and Heads of Service who have not recently engaged with the forums. 19 individual responses were received and although the largest percentage stated that they listen to their service users (89%) and that their services were influenced by the views of their customers (79%) only 4 out of the 19 respondents (21%) had considered consulting with the Diversity Forums. This may suggest the profile needs to be reviewed or that the current structure and format means this is not always possible to engage (i.e. meetings are not frequent enough to engage the forum members).

Feedback from Forum Champions

- 6.10 A session held with past and present Forum Champions identified a number of key themes for consideration as part of the review...
- Some excellent work and a large amount of experience that we could be making better use of.
 - Meetings are not frequent enough.
 - Need to involve forums at an earlier stage in decision-making cycles to add more value.
 - Could we link the forums together?
 - Profile of Champions needs to be higher.
 - Shorter agendas so there is more time to discuss items.
 - Make better use of the 'implications' sections of Council reports to challenge services on engagement.
 - Focus on sharper recommendations where decisions can be influenced.
 - Should we be putting the forums out to independent third sector providers to run on the Council's behalf?

Disengaged organisations

- 6.11 To make sure the views of all groups fed into the development of options going forward a number of community groups who have disengaged from the forums were contacted to understand why this had happened (and to hopefully minimise the chances of this through the review and implementation of the preferred option)...
- Local Authority cuts affected us severely to the point of questioning our sustainability.
 - Timings of the meetings and lack of our organisation's resources to support attendance.

- We didn't feel valued by the Council – they were more interested in the Council not the voluntary sector.
- It's a tick box exercise – not true engagement.
- Objectives need to be clearer – is it engaging or information sharing / sign off?

7 Options and recommendation

- 7.1 Going forward to develop options in consultation with the forum members all current members were invited to a session on Thursday 23 July 2015 to explore the most suitable way forward for the structure and format of the forums (given the reduced capacity available to support them).
- 7.2 To inform the development of options a SWOT analysis was completed, which was further developed by the options review session in July 2015...

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Established memberships for most of the forums• Equality Impact Assessments / Task and Finish Groups – evidence of value added or impact• Valued by partner organisations• Strong and effective relationships with key Council staff• Broad expertise• Ability to express views and influence decisions• Networking	<ul style="list-style-type: none">• Consistent influence on policies and strategies (at the right time)• Involved too late in the decision-making cycle / lack of planning• Loss of the 'strategic positioning' within the Council• Not always asked / given the opportunity to comment• Forums not promoted/ representative enough• Staff not listening; paying lip service• Limited Councillor/Chief officers in attendance• Evening meetings needed
THREATS	OPPORTUNITIES
<ul style="list-style-type: none">• Attendance at the meetings has declined in all areas• Apathy due to not involving forum members in the right decisions at the right time• Disengaged members / sections of the community• On-going budget threats• Representatives not feeding back to their organisation• Loss of grass roots voice	<ul style="list-style-type: none">• Forum Champions• Changes to Cabinet and Scrutiny• Request for evidence of engagement in the 'Implications' sections of Council Reports• Refresh of the policy and strategy register with a clear focus on compliance• Themed meetings• One page summary reports presented at meetings• Requests from Partners for support in their decision making• Task & Finish Groups• Use of social media

- 7.3 Following an evaluation of feedback from the session a total of four viable options were identified for consideration, these are set out in **Appendix 3**.
- 7.4 A further fifth option was put forward at the session on 23 July however this option was not viable within current resources as it would result in too many meetings a year to support.
- 7.5 A thorough evaluation of the viable options has been completed, which was informed by feedback received through the session with forum members.
- 7.6 The recommended option for Cabinet to consider is moving away from four individual diversity forums to one full forum meeting. This would facilitate more meetings per year within current capacity, meaning more regular discussions so agendas could be shorter and topics relevant to the forums discussed more frequently. Further to this, it is acknowledged that retaining the current networks of the forums is essential and therefore the meetings will be structured with detailed discussions of items within current forum structures. It is not proposed to make any changes to the structure or support arrangements for the 50 plus forum.
- 7.7 To minimise the risks of changing from four forums to one an Equality Impact Assessment has been completed in consultation with forum members and is available in **Appendix 4**. Key actions identified as part of the implementation of changes, subject to Cabinet approval, include:
- Focus on outcomes, for example, making sure the forums plan effectively and matters are considered relating to future issues / policy changes through a standard agenda item.
 - Complete an annual review of the implementation of the chosen option and include the findings in the Forum Annual Report.
 - Raise the profile of the forums with senior officers, elected members and wider communities.
 - Enhance the forums links with other engagement groups such as Voices in Action and Learning Disability Partnership.
 - Plan the location of the joint meetings considering all needs of forum members.

8 Next steps

- 8.1 Following approval of the recommended option by Cabinet, next steps will include restructuring the forums by reviewing the terms of reference to reflect the new structure. This will be done with forum members and champions during the first meeting by the end of October 2015.
- 8.2 Forum Champions will be briefed on the new structure, including the revised roles and responsibilities and functionality of the forum by mid-October 2015.
- 8.3 To establish the effectiveness of the new structure, a review of the impact of the changes will be carried out by the end of August 2016.

OTHER OPTIONS CONSIDERED

- 9.1 A full summary of the options considered is available in **Appendix 3**. Alongside each option there is an evaluation of advantages, disadvantages, cost implications and views of Forum Members and Forum Champions who attended the options appraisal session in July 2015.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	Head of Legal Director of Finance and Procurement Acting Head of Service – Organisational Development N/A Director of Strategic Services and Transformation Head of Performance and Intelligence Lead on Equality and Diversity Head of Governance and Assurance
For more information contact: Background papers: List of appendices:	Sarah Walker – Policy and Improvement Manager 01332 643466 sarah.walker1@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Review of 2014/15 Forum Activity and Impact Appendix 3 – Options Review Appendix 4 – Equality Impact Assessment

IMPLICATIONS

Financial and Value for Money

- 1.1 The review of the forums is taking place to make sure while we continue to engage diverse communities and groups across the city, we do so in the most efficient and cost effective ways possible to the benefit of both communities and the Council. Costs associated with each option have been identified in **Appendix 3**.

Legal

- 2.1 Section 138 of the Local Government and Public Involvement in Health Act (2009) places a statutory duty on the Council to 'inform, consult and involve' people if we plan to make changes to services. The Equality Act 2010 and the Equality Duty also means we have a legal duty to involve equality groups in our decisions and the work we do.
- 2.2 As a means of demonstrating compliance with that duty, the Council acknowledges that positive benefit in conducting equality impact assessments of its decisions and operations, and consultation with equality groups is critical to the process. The use of forum Task and Finish Groups is instrumental to this process. Having in place an effective equality impact assessment also reduces the risk of a successful legal challenge.

Personnel

- 3.1 The proposals in this report ensure that the Council can continue to operate the Diversity Forums with the reduced human resources available (0.5 FTE).

IT

- 4.1 None arising directly from the report.

Equalities Impact

- 5.1 The equalities impacts of these proposals have been considered with input from forum members at a session held on 20th August 2015. The full assessment is shown at **Appendix 4**.

Health and Safety

- 6.1 None arising directly from the report.

Environmental Sustainability

- 7.1 None arising directly from the report.

Property and Asset Management

- 8.1 None arising directly from the report.

Risk Management

- 9.1 Failure to consult with and engage equality groups on Council decisions and changes to service and policies could lead to services that fail to meet needs and increase the risk of legal challenge. There is also an increased political / reputational impact from a failure to treat people fairly. The proposals in this report provide a minimum standard of engagement with equality groups to mitigate risks in this area.

Corporate objectives and priorities for change

- 10.1 The Council's Corporate Plan 2015-18 makes a commitment to effective partnership working resulting in inspiring lives and improving opportunities of local people. The Council's forums are integral to this by enabling equality groups to express their needs and co-develop policies and services.



Annual Report of Derby City Council's Diversity Forums 2014/15

Introduction

Welcome to Derby City Council's Diversity Forum's Annual Report 2014/15.

Derby City Council currently has four Diversity Forums. The purpose of this report is to provide a summary of their work over the last 12-months and the areas where we feel they have made a significant contribution to Council decisions.

The Council has a statutory duty to 'inform, consult and involve' people if we plan to make changes to services, placed on authorities by Section 138 of the Local Government and Public Involvement in Health Act (2009). Additionally, the Equality Act 2010 and the Equality Duty also means we have a legal duty to involve equality groups in our decisions and the work we do. The Forums exist to help us meet these statutory duties by providing two-way communication between equality groups and the Council.

Each Forum has representatives from organisations with expertise in their respective protected characteristic, attending as a member of the Diversity Forum, with the exception of the 50+ Forum, which has individual representatives. Forum members consider Council's policies, procedures and services, assisting the Council in changes to plans and general decision-making.

In order to measure the outcome of each Forum, reviews have been held on an annual basis whereby the Forums have participated in a joint meeting to reflect on their respective work programmes and the items presented.

This year a joint formal review of the Forums was undertaken to review achievements and consider overall effectiveness. This included a workshop on 23rd July 2015 for Forum members and Councillors to give their views on the strengths, weaknesses and future options for the Forums.

For each forum a brief summary of membership, their activity over the last year and areas of impact will be presented.

Disabled People's Diversity Forum - DPDF

Membership

The DPDF has 14 organisations representing those with sight and hearing impairment as well as those with restricted mobility and other hidden impairment.

Influencing Council Decisions

Over the last 12 months this Forum has considered a total number of 16 topics to support the Council in decision making processes including...

- Safeguarding Adults at Risk.
- Deaf & Hearing Impaired People's Commitment.
- Disabled Parking Bays.
- Information and Advice and Quality Assurance.
- Homelessness Strategy.
- Mental Health Services.
- Disability related expenditure (DRE).
- Review of Voter Turnout at Local Elections.

Overall the forum made a total of 12 recommendations back to the Council on issues they were asked to consult on.

As a result of feedback from the Disabled People's Forum there have been a number of areas where the forum has had a significant impact on the decisions that have been made / the delivery of services...

Case studies

Derby Arena – Forum members had seen the virtual walk-through of the Arena and raised concerns regarding the car park barrier and suggested adopting the same arrangements that are in place for the barrier at the Council House. Concerns were also raised about the lighting for visually impaired and partially sighted people and also making sure the locks on the lockers are accessible. Forum members participated in a tour of the Arena prior to its official opening, with opportunity to provide direct feedback on any issues of concern to disabled people.

Council House emergency evacuation – Forum members raised concerns regarding the Council's General Emergency Evacuation Plan, evacuating the Council House in an emergency and the Council not having the appropriate equipment to meet the needs of disabled people. Although the Council had evac chairs installed, these were not adequate for some disabled people. Following a meeting with Council officers and Members the appropriate equipment was purchased and installed allaying any concerns from Forum members.

Summary of issues that the Forum has brought to the Council over the last year... 'You said, we did'

- Voting and registering to vote: use text number to improve disabled people's ability to contact the Council and register for elections.
- ***We now use text number.***
- Deaf people need to have improved access to businesses such as Building Societies.
- ***We worked with our Forum member and Nationwide Building Society to have a lowered counter and they also produced a hand guide for using PINs.***

Minority Communities Diversity Forum

The MCDF has 20 organisations representing those from community centres, new and emerging communities and third sector organisations and groups including Bosnian, Irish, Ukrainian, Roma, African and Caribbean, Polish and Baltic communities.

Influencing Council Decisions

Over the last 12 months the MCDF has considered a total number of 16 topics to support the Council in decision making processes including...

- Safeguarding Adults at Risk.
- Council Plan.
- New Communities Strategy for Derby.
- Homelessness Strategy.
- Workforce statistics.
- Mental Health Services.
- Extremism and Prevent Strategy.
- Adult Education: community learning programme.
- Implementing the Care Act: Personalisation.
- Citywide Events Strategy.
- Improving the local environment in our neighbourhoods.
- Big Conversation.
- Voluntary, Community & Faith Sector Grant Aid.

Overall the forum made a total of 11 recommendations back to the Council on issues they were asked to consult on.

As a result of feedback from the Minority Communities Forum there have been a number of areas where the forum has had a significant impact on the decisions that have been made / the delivery of services...

Case Studies

Safeguarding – The draft promotional material for the Council was shown to the Forum for comments and recommendations. The material contained images of local areas and people who could not be identified. Forum members provided feedback to help officers revise the promotional materials to make sure they were more relevant to the citizens of Derby.

Extra Care Homes – Forum members visited Extra Care housing sites in Alvaston and Sunnyfield to contribute their views and make sure provision accommodated

Summary of issues that the Forum has brought to the Council over the last year... 'You said, we did'

- Derby Adult Learning needs to be better promoted amongst minority communities to increase take-up.
- ***We now hold events in community centres and make sure more centres are included in our course brochures.***
- Forum members see it as imperative to be involved at the start of the decision-making process and kept involved throughout.
- ***Homelessness Liaison Group invited a Forum representative to be a member of the group.***

their needs from the minority communities stance. Housing 21 appreciated the views of MCDF members and took on board their recommendations.

Gender and Sexual Orientation Diversity Forum

The GSODF has 9 organisations representing those from men's groups, women's groups and lesbian, gay, bisexual and transgender organisations and groups.

Influencing Council Decisions

Over the last 12 months the GSODF has considered a total number of 13 topics to support the Council in decision making processes including....

- Customer Experience.
- Information and Advice and Quality Assurance.
- Workforce statistics.
- Health and Wellbeing Board.
- Derby & Derbyshire Mental Health Carers.
- International Women's Day 2015.
- Care Act: Personalisation.
- Winter Friends.
- Citywide Events Strategy.
- Voluntary, Community & Faith Sector Grant Aid.

Overall the forum made a total of 3 recommendations back to the Council on issues they were asked to consult on.

As a result of feedback from the Gender and Sexual Orientation Forum there have been a number of areas where the forum has had a significant impact on the decisions that have been made / the delivery of services...

Case Studies

Citywide Events Strategy – The Forum received a presentation on the City Centre Events Strategy. As a direct result of engaging the Forums, substantive changes and developments were made to the strategy itself and also to its accompanying Equality Impact Assessment. The programming section of the DCC City-Wide Events Strategy now places greater emphasis on the importance of certain events in helping communities to express and share their respective cultures and to celebrate our differences. Specifically, the programming section of the Strategy now contains the indicative question: “Will the event help communities to ‘tell their story’”?

The City Homeless Strategy – Following feedback given by the Forum on the Strategy and as a direct result of the EIA, there was an action added to the homeless strategy action plan to invite members of the forums to join the steering group meetings.

Summary of issues that the Forum has brought to the Council over the last year... ‘You said, we did’

- The City Homeless Strategy consultation should include The Padley Day Centre and homeless people.
- ***Milestone House and Padley Day Centre were consulted on the Strategy.***
- We need to make sure people without internet access are not excluded from participating in the Big Conversation consultation.
- ***We visited additional events and venues within the community with i-pads.***

Older People's Diversity Forum

The OPDF has 7 organisations representing those from groups providing services to older people such as Age UK and Derbyshire Chronic Pain Support Group – Coping, to groups of older people such as New Testament Church of God Friendship Group and the Indian Community Centre.

Influencing Council Decisions

Over the last 11 months the Older People's Forum has met 3 times to consider a number of topics to support the Council in decision making processes....

- The Big Conversation.
- Council Plan.
- Implementing the Care Act.
- Mental Health Services.
- Homelessness Strategy.
- Your Life-Your Choice.
- Citywide Events Strategy.
- Adult Education: community learning programme.
- Voluntary, Community & Faith Sector Grant Aid.

Overall the forum along with the 50+ forum made a total of 4 recommendations back to the Council on issues they were asked to consult on.

As a result of feedback from the Older People's Forum there have been a number of areas where the forum has had a significant impact on the decisions that have been made / the delivery of services...

Case Studies

Older Persons' Housing and Support Strategy – The Forum were consulted on the Strategy and provided valuable input into the subsequent EIA that was carried out. For the Strategy, the Forum agreed a vision statement which they felt was reflective and meaningful.

Health & Wellbeing Board – The Forum received a presentation from Board Member Kath Cawdell on health and wellbeing and how the voice of the voluntary sector is obtained and brought before the Board. Forum members requested opportunity to be directly represented on the Board or to have Kath Cawdell, their representative, attend future meetings of the Forum to glean their views or concerns. Forum members also provided valuable input into the Health and Wellbeing Strategy EIA.

Summary of issues that the Forum has brought to the Council over the last year... 'You said, we did'

- The Older Persons' Housing and Support Strategy needed a vision statement written by those concerned.
- ***For the Strategy, the Forum agreed a vision statement which they felt was reflective and meaningful.***

Review of Options – 2015/16 and beyond

Forum members were asked to identify advantages and disadvantages for each option and give feedback as to their preferred option (and suggest alternative options). Below is a summary of the feedback.

Option description	Advantages	Disadvantages	Cost Implications*	Feedback from 23 July
Options presented for discussion on 23 July 2015...				
1. The forums to remain as they are in their current format but meet fewer times per year (twice per year)	The Forums have been in operation since the 1980s. Continuing the current provision, which everyone is already aware of, would be an advantage to this option.	<p>Not cost effective or efficient as officers will spend considerable time presenting the same item to 4 different forums.</p> <p>There is no opportunity to make use of the cross-cutting synergies of all the Forums.</p> <p>More difficult to consider issues on a timely basis. Forum members want to be involved at an earlier stage to influence change.</p>	- No more than 10 meetings per which equates to £22,740pa*	<p>Of the five tables attending this meeting, only one identified this as their preferred option. It was suggested this option could be supported by free use of member facilities as venues and use of volunteers to facilitate meetings.</p> <p>Overall the consensus was this was not a suitable option. Forum members are aware that change is inevitable in order for the Forums to be robust, efficient and cost effective.</p>
2. Combine forums into a multi-purpose forum that meets at least six times per year (all members) and have officer led Task and Finish Groups / EIAs as required linked to specific	<p>Greater networking opportunities with wider groups and organisations.</p> <p>Fewer meetings for officers to attend, yet still able to consult with all</p>	<p>Some members may find this more of a conference than a forum.</p> <p>Some voices may not be heard against those who are more vocal.</p>	- Six meetings per year which equates to £14,540pa*	<p>This was the Forums preferred option going forward (three of the five tables supported this option).</p> <p>They felt that a joint</p>

Option description	Advantages	Disadvantages	Cost Implications*	Feedback from 23 July
topics	<p>Forum members.</p> <p>It provides forums with the opportunity to be informed of issues affecting all groups.</p> <p>More meetings for Forum members to attend collectively, with opportunity to discuss themes in their respective group.</p> <p>Reduced resources are required to run the Forums using this option.</p>	<p>Risk of losing focus on particular equality characteristics.</p> <p>A sizeable room will be required for such meetings, could be difficult or expensive to book.</p>		<p>forum enables issues to be heard across all forums. To be effective they requested a full-time officer (not possible under current resources).</p> <p>Overall, forum members felt this option would be the best of both worlds, giving them more meetings to attend and fewer meetings for officers to present at.</p>
3. Have fewer 'big' meetings (one joint annual meeting and one mid-year meeting in current forum structures) but more frequent cross-cutting Task and Finish Groups / EIAs focused on specific items / topics	<p>Fewer forum meetings for members to attend.</p> <p>Potentially more chance to influence decisions through more regular task and finish groups.</p> <p>Less resource is required to support the Forums using this option.</p>	<p>Momentum may be lost using this option, due to infrequent / dis-jointed meetings. Meeting dates may not align with Officers items resulting in Forums not being consulted.</p> <p>Forum members may disengage and lose interest due to lack of opportunity to influence decisions and infrequent meetings (only 2 per Forum over the 12 month period one of which would be joint).</p>	<p>- Five meetings per year which equates to £12,490.00pa*</p>	<p>Forum members did not select this option as they may not be able to influence decisions at the early stage.</p> <p>Members are seeking more meetings, not less, so this does not appeal to them.</p> <p>The long gap between meetings may leave some disinterested and not feeling valued by the Council.</p>

Option description	Advantages	Disadvantages	Cost Implications*	Feedback from 23 July
		Officers may be forced to seek alternative means to consult or may hold Task and Finish Groups even when this may not necessarily be the best method.		
4. No forum meetings just Task and Finish Groups / EIAs	<p>Task and Finish Groups and EIAs will focus on specific issues and could provide more devoted time than is practical as part of forum meetings.</p> <p>Potentially more chance to influence on a timely basis - as proposals are being developed.</p> <p>Significantly less resource is required to support engagement using this option.</p>	<p>This option would result in no opportunity for officers to access forum expertise in meetings outside of EIAs and Task & Finish Groups.</p> <p>Forum members would lack the opportunity to collectively raise issues, while listening and supporting one another.</p> <p>Limited networking opportunities.</p> <p>Significant risk of groups and organisations disengaging.</p>	<p>- No meetings therefore limited cost equating to £7,600pa*</p>	<p>This option was rejected by all those in attendance as it would not be beneficial for community groups and would be too Council led.</p> <p>Often a brief presentation and Q&A session is what is needed rather than a full Task and Finish Group meeting.</p> <p>Members feel the Council would lose the expertise gained from reps of organisations in a Forum setting.</p>
Additional options identified on 23 July 2015...				
5. EIAs merged into forum meetings. 2 big meetings and 2 forum meetings (reduced total number of meetings).	<p>This option maintains the status quo while providing opportunity for joint meetings and it was the preferred option by those around one of the five tables only.</p>	<p>This would not be cost effective and is of similar cost to option one.</p> <p>There would be too many meetings for Officers to attend / coordinate.</p> <p>No task and finish groups to</p>	<p>- Same number of meetings per year but no Task and Finish Groups equating to £20,500pa*</p>	<p>Forum members around this table valued Forum meetings and EIAs equally and felt they could be combined.</p> <p>Other forum members in attendance did not support this option.</p>

Option description	Advantages	Disadvantages	Cost Implications*	Feedback from 23 July
		consider specific issues in more detail. Impractical as EIAs can take up to 2 hours, therefore limited time would be available to discuss other issues.		

* Breakdown of costs:

	Option 1	Option 2	Option 3	Option 4	Option 5
Expected number of Forum meetings	10	6	5	0	10
Expected number of Task & Finish meetings	32	32	32	64	0

Expense	Est. cost per meeting					
Participation Officer time	£1,300.00	£13,000.00	£7,800.00	£2,600.00	£3,120.00	£13,000.00
Venue	£100.00	£1,000.00	£600.00	£200.00		£1,000.00
Refreshments	£35.00	£350.00	£210.00	£70.00		£350.00
Presenters (officer time)	£360.00	£3,600.00	£2,160.00	£720.00		£3,600.00
Minute-Taker	£40.00	£400.00	£240.00	£80.00		£400.00
Printing	£25.00	£250.00	£150.00	£50.00		£250.00
Postage	£90.00	£900.00	£540.00	£180.00		£900.00
BSL Interpreter	£100.00	£1,000.00	£600.00	£200.00		£1,000.00
Task & Finish Groups (officer time)	£70.00	£2,240.00	£2,240.00	£2,240.00	£4,480.00	-
Total Cost		£22,740.00	£14,540.00	£12,490.00	£7,600.00	£20,500.00

Selected option

Based on the assessment of each of the options set out above the recommended option is '**Option 2**'. There are a number of reasons why this has been identified as the most preferred option for Council Cabinet to consider...

- Officers will present to one Forum meeting
- Forum members will have the opportunity to share issues and concerns
- Running meetings will be more cost effective
- Champions will work together and support the meetings
- Senior Officers may become more involved due to fewer meetings
- Reduced officer time required from Performance and Intelligence Division and Business Support



Derby City Council

Draft Equality impact assessment

Chief Executive's Office

Strategic Services and Transformation

**Review of Derby City Council's Diversity
Forums**

20 August 2015

Signed off by

**Cabinet, Personnel Committee or Chief
Officer Group's decision**

Equality impact assessment – please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people and **before** that decision is made.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to do them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have ‘**due regard**’ to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a ‘**relevant protected characteristic**’ and people who don’t.

Having ‘due regard’ means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

The protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership

- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity for checking and to publish on our website. It is a public document so must not contain any jargon and be easy to understand.

Remember, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups and protected characteristics

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees and job applicants...

- Age equality – the effects on younger and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender reassignment – the effects on trans people
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees

- Sex equality – the effects on both men and women and boys and girls
- Sexual Orientation equality – the effects on lesbians, gay men and bisexual people

In addition, we have decided to look at the effects on families and people on low incomes too as we feel this is very important.

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722
300079

Minicom 01332 640666

Mobile 07812

The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays

If in doubt - do one! You never know when we may get a legal challenge and someone applies for Judicial Review.

What’s the name of the policy you are assessing?

Review of Derby City Council’s Diversity Forums

The assessment team

Team leader's name and job title – **Gordon Stirling, Director of Strategic Services and Transformation**

Other team members

Name	Job title	Organisation	Area of expertise
Heather Greenan	Head of Performance and Intelligence	Derby City Council	Head of Service
Sarah Walker	Policy and Improvement Manager	Derby City Council	Policy
Ann Webster	Lead on Equality and Diversity	Derby City Council	EIA Convenor and equality issues
Pam Thompson	Adults and Diverse Communities Participation Officer	Derby City Council	Equality issues
Moira Findlay	Volunteer	DPDF/OPDF & Derbyshire Carers	Disability and Older People
Andrew Findlay	Volunteer	DPDF /OPDF &	Disability and Older People
Som Bhalla – <i>comments feedback verbally</i>	Volunteer	Indian Community / MCDF	Minority Communities, Older People
Janet Warner	Volunteer	DPDF – Der by Fibromyalgia	Disability
Chris Wheeldon	Chair	50+ Chair/OPDF	Older People
Ian Robson	Director	Derbyshire Friend & GSODF	LGBT
Judi Bateman	Volunteer	DPDF & Derbyshire	Disability

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Classification: OFFICIAL

Name	Job title	Organisation	Area of expertise
		Autism	

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Classification: OFFICIAL

Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

- 1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.**

Derby City Council has a long history of engaging with our residents to inform the decisions that we make. To make sure we are appropriately considering the needs of groups of individuals with protected characteristics we currently have four Diversity Forums...

- Disabled People's Diversity Forum.
- Gender and Sexual Orientation Diversity Forum.
- Minority Communities Diversity Forum.
- Older People's Diversity Forum.

In addition to the above, Derby City Council supports two meetings of the 50 plus Forum, members of which also feed into the Older People's Diversity Forum. There are also other Council engagement forums including the Youth Council (Voices in Action) and service user groups (Learning Disability Partnership).

Support for the forums is provided through Strategic Services and Transformation.

As part of the Council's budget savings delivered in 2015/16, Strategic Services and Transformation was required to reduce its budget by 40% between 2014/15 and 2015/16. The budget savings included a potential reduction in support of the Forums from 1 to 0.5 of a full-time post. The EIA carried out in February 2015 identified the need for the forums to be reviewed to consider how support could be maintained whilst addressing some of the issues that had been identified in the overall effectiveness of the forums. Therefore a number of options have been consulted upon with Forum members and wider stakeholders.

The Council retains a strong commitment to engaging with local communities and diverse groups to ensure its policies and services remain fit for purpose. The Council Plan 2015-18 sets out priorities for the next 3 years to develop a safe, strong and ambitious city. The Council's forums are integral to this by enabling equality groups to express their needs and co-develop policies and services.

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

The Strategic Services and Transformation (SST) department led by Gordon Stirling is responsible for the Forums being reviewed.

To inform the review of options going forward the views of Forum Members, Council Officers and Forum Champions were sought to inform a discussion of options with the Forums on 23 July 2015.

Four options were proposed and considered by the Forums and an additional option was proposed by Forum members at the review meeting on 23 July 2015. The options were...

1. The forums to remain as they are in their current format but meet fewer times per year (twice per year)
2. Combine forums into a multi-purpose forum that meets at least six times per year (all members) and have officer led Task and Finish Groups / EIAs as required linked to specific topics.
3. Have fewer 'big' meetings (one joint annual meeting and one mid-year meeting in current forum structures) but more frequent cross-cutting Task and Finish Groups / EIAs focused on specific items / topics.
4. No forum meetings just Task and Finish Groups / EIAs.

Additional options identified on 23 July 2015...

5. EIAs merged into forum meetings. 2 big meetings and 2 forum meetings (reduced total number of meetings).

A full summary of the options considered (with associated advantages and disadvantages) is available in **Appendix 1**.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

Internal

Members – Cabinet, Overview & Scrutiny Boards and Diversity Champions
Chief Officers and Directors - commissioners
All directorates - customers
Employees
Voices in Action (ViA)

External

Schools
Derby Homes
Diversity Forum members
Local community and interest groups
Media
Residents and businesses
Other local authorities
Partners such as Health, Police, Voluntary and Community Sector
Inspectorates – Ofsted and CQC
Government departments
East Midland Councils

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

To inform the Review, we consulted and engaged with Forum Members, Council Officers and Forum Champions.

Council Officers who have used the Forums gave us their views of the Forums by completing a survey. Those who had not used the Forums but may have been aware of them, completed a similar survey.

Over the phone conversations were held with some organisations who were no longer members of the Forums and they provided feedback on reasons for their withdrawal from the Forums.

Forums members were invited to complete an online survey and those who requested were sent a hard copy of the survey to complete and return.

For further information is available upon request.

- 5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure**

Equality groups	What do you already know?	No impact	Some impact	Positive impact	Negative impact	Not sure
Age	Maintain continued support for 50+ / Older Peoples Diversity Forum			X		
Disability	Maintain continued support for Disabled Peoples Diversity Forum			X		
Gender reassignment - trans	Maintain continued support for Gender & Sexual Orientation Diversity Forum			X		

Equality groups	What do you already know?	No impact	Some impact	Positive impact	Negative impact	Not sure
Marriage and civil partnership	Maintain continued support for Gender & Sexual Orientation Diversity Forum			X		
Pregnancy and maternity	Maintain continued support for Gender & Sexual Orientation Diversity Forum			X		
Race	Maintain continued support for Minority Communities Diversity Forum			X		
Religion or belief or none	No known issues, but these are often discussed as part of the Minority Communities Diversity Forum			X		
Sex	Maintain continued support for Gender & Sexual Orientation Diversity Forum			X		
Sexual Orientation	Maintain continued support for Gender & Sexual Orientation Diversity Forum			X		
Families and people on low income	Funding provided to support			X		

Equality groups	What do you already know?	No impact	Some impact	Positive impact	Negative impact	Not sure
	attendance					

Important - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. You can get lots of information on reports done from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

6 From the information you have collected, how are you going to lesson any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

Joint Diversity Forum (Option 2)

The proposal is to change the current format and structure of the forums. Based on feedback received through the event held in July the proposal is to move away from four individual forum meetings and to combine the forums into one, which can meet on a more regular basis. To make sure we continue to take into account the individual needs and implications of each of the forums the structure of the sessions will focus on group discussion of items within the current four forum structures. In addition to this, forum members will continue to engage in Task and Finish Groups as required and participate in carrying out Equality Impact Assessments.

Links with other engagement forums will be made as required, which will be easier to embed through the implementation of 'Option 2' (i.e. Voices in Actions (ViA), Learning Disability Partnership Board, SACRE etc.).

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2	X	Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

Consultation with Diversity Forum members is required to agree the best means of engaging with communities and third sector organisations within the reduced Council resource.

Recommendation is to adjust the current forum format and support the implementation of 'Option 2' and recommended through the options appraisal (further details of which are in Appendix 1), with actions to mitigate any risks identified in the table on pages 14 to 17.

Why did you come to this decision?

Risk of negative impacts on Council policy making if due regard is not given to the views of diverse groups and communities.

N/A

Risk of Judicial Review if policy/decision is not undertaken correctly.

N/A

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality Action Plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is really important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Step 4 – equality action plan – setting targets and monitoring

- 8 Fill in the table (on the next page) with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.**

Equality action plan – setting targets and monitoring

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Action Area 1 - Greater focus on outcomes.	<p>Make sure the forums plan effectively and matters are considered relating to future issues / policy changes through a standard agenda item</p> <p>Task and finish groups where appropriate, with partnership involvement.</p> <p>Regular reporting of outcomes.</p>	On-going	Maximising resources on things that matter.	Heather Greenan	

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Action Area 2 - Evaluating the change	Complete an annual review of the implementation of Option 2 and include the findings in the Forum Annual Report	August 2016	Review an impact – positive and negative	Heather Greenan / Sarah Walker	Report to be drafted by the end of September 2016
Action Area 3 - Raise the profile of the forums with Chief Officer Group, Cabinet and wider communities	Press release on forum changes	September 2015	Improve the effectiveness of the forums	Heather Greenan / Communications	Review at the end of March 2016
	Press updates / news release relating to forum activity	On-going			
	Presentation to Leadership / Cabinet on engagement	September 2015			
	Review and	October			

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
	<p>update the Terms of Reference in line with 'Option 2' to highlight specific roles and responsibilities relating to the forums (with a focus Champions roles to include briefings and development of an indication programme)</p> <p>Senior Officers to attend forums meetings going forward</p>	<p>2015</p> <p>On-going</p>			
Action Area 4 - Enhance the forums links with other engagement groups	Share work programmes across groups – i.e. LDP and ViA	December 2015	Make sure issues are considered across all 'protected characteristics'	Pam Thompson	Review at the end of March 2016

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
	Arrange a joint meeting with ViA	By the end of March 2016			
Action Area 5 - Plan the location of the joint meetings considering all needs of forum members	Consider options and pilot using the Council House with use of appropriate breakout rooms Timings – to accommodate all piloting a 50 / 50 split of meetings in the day / evening – review as part of ‘Action Area 2’.	By the end of March 2016	Make sure meeting location is accessible to all with suitable rooms for breakout	Pam Thompson	Review by the end of September 2016 – encouraging regular feedback from forum members to inform the review

Make sure you include these actions in your Directorate service business plans.

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