

GENDER DIVERSITY FORUM DRAFT WORKING ARRANGEMENTS With effect from 1 February 2007

Aim

1. The Gender Diversity Forum aims to provide advice and quality assurance to the Council, on gender issues.

Purpose

- 1.0 To provide a regular two-way information flow between the Council and the City's gender groups.
- 2.0 To provide a permanent mechanism to make sure that the gender groups of Derby are involved in the Council's decision-making processes.
- 3.0 To create a proactive group whose expertise may be used by other organisations within the City.
- 4.0 To provide a quality assurance role to make sure that gender groups participate in decision-making that affects them.

Role of the Champion

- 1.0 The Council will select a Councillor as a Champion. The Champion will liaise directly with Cabinet, to champion the cause of the Forum.
- 2.0 The Forum will select a vice-Champion.
- 3.0 With the agreement of the Forum the Champion may delegate responsibilities.
- 4.0 The responsibilities of the Champions are to include:
 - chairing meetings and where necessary facilitating meetings
 - planning meetings and agreeing agenda and tasks
 - lobbying function – with cross-cutting influence, championing and promoting, issues of concern to gender groups
 - figurehead role/spokesperson
 - networking at regional and national levels to further the effectiveness of the Forum
 - encouraging wide participation of gender groups in community engagement.

Membership

- 1.0 Organisations are to facilitate the selection of up to eighteen organisations of gender groups. Each organisation may send up to 2 representatives.
- 2.0 Membership of the Forum will be renewed every two years.
- 3.0 The Forum may co-opt up to six individuals with expertise in gender issues. This membership will be renewed annually.
- 4.0 The Forum must reflect the diversity of the City, reflecting the best person for the job.
- 5.0 In the event of a vote being taken, there will be one vote for each organisation.

Ways of working

- 1.0 The Forum will aim to meet at least every two months.
- 2.0 Papers for the Forum meetings are to be sent out 21 days before the meetings, using paper copies, electronic versions or any other reasonable method, where appropriate.
- 3.0 The Forum is to be conducted by holding a pre-meeting before each Forum. The meeting is to include the Champion, vice-Champion, representative of organisations involved in the agenda and up to three Forum delegates.
- 4.0 The business of the Forum will be:
 - producing an annual rolling work programme with appropriate objectives agreed by Forum members including quality assurance on upcoming consultation plans
 - considering agenda items requested from the Forum, the Council and other organisations
 - to provide a response to the Council on policies, procedures and services
 - feedback on completed consultation and actions proposed to address issues.
- 5.0 Reports and documents are to be presented in accessible formats.
- 6.0 The meetings will last no longer than 2 hours, unless, with the Forums agreement, there are exceptional circumstances.

Two-way communication

- 1.0 The Council and members of the Forum will work together, to promote two-way communication with gender groups and the Council. This could be through engaging in focus groups, workshops, through on-line services or any other way.
- 2.0 The Forum members will help to support involvement by networking with their respective gender groups.

Forum expectations

1. Forums members should expect to:
 - receive support to fully take part in Forum meetings, such as an advocate, interpreter, or any appropriate reasonable adjustment
 - be paid out-of-pocket expenses for attending meetings and sub group meetings associated with the Forum or representing the Forum
 - receive appropriate and necessary training to enable them to participate effectively.

Flexibility

- 1.0 The format of each meeting will be tailored at the pre-meeting, to suit the agenda items. This may include alternative meeting formats.
- 2.0 The Forum will engage in working with other Forums as opportunities arise.
- 3.0 The Forum may establish project groups to meet between meetings to address specific tasks where appropriate, as and when necessary.
- 4.0 Wider organisational representation will be encouraged when required for specific discussions or presentations.

Forum member guidelines

1. Representatives must:
 - be knowledgeable about general gender issues and the specific remit of their organisation

- be able to communicate in a group setting. This may include using a British Sign Language interpreter, language interpreter, advocate or some other way of communicating
- make sure their organisation is represented either through themselves or a substitute
- be able to provide two-way feedback between the Forum and their organisations management and the community
- inform their organisations' members of the issues discussed at the Forum.

Annual review

10.1 This document will be reviewed annually.