

ITEM 5a

Diversity Forums' decision-making process Report by the Head of Communications and Consultation

Issue

Members of the Disabled People's Diversity Forum, Gender Diversity Forum and Minority Communities Diversity Forum would like to understand how issues discussed and raised at forum meetings are fed in to the Council's decision-making process. They would also like to understand how they will receive feedback about action taken as a result of their input.

Council decision-making

Council takes its decisions in a number of different ways depending on the financial impact of the decision, whether it is classed as a 'key decision' and whether it is an executive or non-executive decision. This process is described in the appended report.

Recommended route for diversity forum issues and recommendations

The optimum route for the forums to raise issues and make recommendations to Councillors is through the relevant cabinet member. This can be done through one of three ways...

1. The issue, question or recommendation will be noted in the minutes and passed to the relevant cabinet member. It would be the responsibility of Pam Thompson on behalf of the chair/champion to follow up the note and get feedback at the next appropriate meeting of the forum.
2. The chair/champion of the forum will take responsibility for raising the issue with the relevant cabinet member either face to face, or in writing by letter or email. It is the responsibility of the chair/champion to feed back the outcome to the next appropriate meeting of the forum.
3. The relevant cabinet member may be invited to attend the next appropriate meeting of the forum to take questions and listen to views face to face with members of the forum. The cabinet member will then give feedback either immediately, or at the next available meeting by means of a written response.

For issues or recommendations that are within the power of officers to respond to, it may be relevant to go through chief officers. These issues should be noted in the minutes at the meeting. After each round of forum meetings, Pam Thompson will pull together a single report to update chief officers of the issues the forums are discussing in general and specifically the issues the forums would like to raise. This report will go to the next available Chief Officer Group meeting. Where required, chief officers will provide a response, via Pam Thompson, to the next appropriate forum meeting.

Alternatively, officers attending the forum may take away an action from the meeting and report back to a following meeting. These actions will be noted in the minutes and feedback be given at the next appropriate forum meeting.

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