

MINORITY COMMUNITIES EQUALITY FORUM DRAFT WORKING ARRANGEMENTS With effect from 1 February 2007

Aim

1. The Minority Communities Diversity Forum aims to provide advice and quality assurance to the Council, on equality issues affecting minority communities.

Purpose

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

Role of the Champion

- 3.1 The Council will select a Councillor as a Champion. The Champion will liaise directly with Cabinet, to champion the cause of the Forum.
- 3.2 The Forum will select a vice-Champion.
- 3.3 With the agreement of the Forum, the Champion may delegate responsibilities.
- 3.4 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 the minority ethnic communities
 - figurehead role/spokesperson
 - networking at regional and national levels to further the effectiveness of the Forum
 - encouraging wide participation of Derby's minority communities in community engagement.

Membership

- 4.1 The Forum will have members with equal responsibilities and no community advisors, but assistance in participation, if required.
- 4.2 Community organisations are to facilitate the selection of up to forty-five representatives of Derby's minority communities including:
- 2 African
 - 2 Bangladeshi
 - 2 Bosnia Herzegovina
 - 4 Caribbean
 - 2 Chinese
 - 2 Congolese
 - 2 Farsi
 - 2 Gypsy travellers
 - 5 Indian
 - 2 Iraqi-Kurd
 - 2 Irish
 - 5 Pakistani
 - 2 Polish
 - 2 Somalian
 - 2 Sudanese
 - 2 Zimbabwean
 - 2 Migrant workers
- 4.3 Membership of the Forum will be renewed every two years.
- 4.4 The selection should also be from the wider community and not be restricted to members of community centres.
- 4.5 Communities should manage selection of representatives, with promotional help from Derby City Council and other community organisations, where necessary.
- 4.6 Organisation membership of the Forum to include one representative from the following:
- Derby Racial Equality Council
 - Derby Millennium Network
 - Karma Nirvana
 - Derby Refugee Association
 - Derby Black Police Association
- 4.7 The Forum must reflect the diversity of the City, reflecting the best person for the job.
- 4.8 In the event of a vote being taken, there will be one vote for each organisation.

Ways of working

- 5.1 The Forum will aim to meet at least every two months.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 Reports and documents are to be presented in accessible formats.
- 5.6 The meetings will last no longer than 2 hours, unless, with the Forums agreement, there are exceptional circumstances.

Two-way communication

- 6.1 The Council and members of the Forum will work together, to promote two-way communication with minority ethnic communities and the Council. This could be through engaging in focus groups, workshops, through on-line services or any other way.
- 6.2 The Forum members will help to support involvement by networking with their respective communities.
- 6.3 The Council and the Forum will monitor the success of including and consulting with Black and minority ethnic groups.
- 6.4 The Forum members and the Council will work together in the production of a newsletter, to be produced every two months. The content of the newsletter will consist of items contributed by both the Forum members and the Council.

Forum expectations

7.1 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

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

Forum member guidelines

9.1 Representatives must:

- be knowledgeable about general issues affecting minority communities and the specific remit of their organisation
- be able to communicate in a group setting. This may include using a language interpreter, British Sign 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 community
- inform their organisations members and their wider community of the issues discussed at the Forum.

10. Annual review

- 10.1 This document will be reviewed annually.