



Working Arrangements for Equality Forums

RECOMMENDATIONS

- 1.1 To approve the Equality Forums' working arrangements in line with the Council's recommendations in September 2006. The working arrangements are in Appendix 2.
- 1.2 To receive a review of the Equality Forums a year after implementation.

SUPPORTING INFORMATION

- 2.1 On 13 September 2006 Council received a report with proposals to change the Advisory Committees to Equality Forums. The proposals included...
 - increased operational flexibility
 - more inclusive membership
 - a Champion for each of the Forums
- 2.2 Each forum appointed a sub group to draft detailed working arrangements. At their first meetings in November the new Forums discussed these drafts and the proposed working arrangements are in Appendix 2.
- 2.3 The Council resolved to:
 1. approve the transformation of Advisory Committees to Equality Forums
 2. agree that the new, renamed Equality Forums continue to carry out the work programmes of the Advisory Committees, and to offer advice on reports presented, until new protocols have been approved by the Council, no later than January 2007.
 3. appoint the following Champions to lead the new Equality Forums, chair meetings, participate in working groups to design the membership, process and work of the Equality Forums, and champion the relevant equality area:
 - Disabled People – Councillor Turner
 - Gender – Councillor MacDonald
 - Minority Communities – Councillor Higginbottom

4. authorise the Director of Corporate and Adult Social Services, in consultation with the relevant Champion, to convene working groups of members of the former Advisory Committees and representatives of the extended membership to prepare the new protocols for the Equality Forums.

2.4 The proposed new names of the Forums are;

- Disabled People's Diversity Forum (DPDF).
- Gender Diversity Forum (GDF).
- Minority Communities Diversity Forum (MCDF).

2.5 All three Forums agreed the following aim and objectives:

Aim: to provide advice and quality assurance to the Council on equality issues.

Objective 1: provide a regular two-way information flow between the Council and the Forum's respective equality group.

Objective 2: provide a permanent mechanism to make sure that the Forum's respective equality group is involved in the Council's decision-making processes.

Objective 3: create a proactive group whose expertise may be used by other organisations within the City.

Objective 4: provide a quality assurance role on inclusivity in consultation by checking key consultation proposals, and monitoring others, for sufficient and appropriate participation of their equality target group.

2.6 In the main, all three Forums have agreed detailed working arrangements in line with Council's recommendations. However, the following exceptions have been agreed by MCDF.

2.7 All three Forums have agreed the role of the Champions selected by Council. However, MCDF agreed that there should be separate roles for a MCDF Chair and the Champion. It was agreed that the role of the Chair would be retained for MCDF meetings. The Champion would chair MCDF sub committee meetings and perform other duties, as listed in the appendix. MCDF propose that Councillor Roberts should remain as Chair. Councillor Higginbottom is to be the Champion for MCDF.

2.8 The Forums agreed the membership, in line with the Council's agreement, as follows:

- DPDF will add to its current membership organisations representing people with mental health problems and learning difficulties
- GDF will change its membership to include organisations representing men, transgender and women

- MCDF – communities will be represented by no less than two people and will be encouraged to have representation of young people and women from their organisations. A small number of organisations that represent a cross section of black and minority ethnic communities will also be invited to be part of the Forum.

MCDF has accepted the membership of Derby Black Police Association and the Derby Racial Equality Council but rejected Derby Millennium Network, Derby Refugee Advice Group and Karma Nirvana.

2.9 Since the Council meeting, officers have considered ways to enhance communication on diversity issues. Of the three Advisory Committees, only MECAC had a newsletter. It is proposed to replace the MECAC Newsletter with 'Diversity Matters'. This will be a newsletter providing useful information to all five Forums (i.e. including also the Young People's and Older People's Forums). The newsletter will be made available in paper format to forum members and placed on the Council's website.

2.10 The ways of working have been agreed by all Forums as follows:

The Forum will aim to meet at least every two months.

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.

The Forum is to be conducted by holding a pre-meeting before each Forum. The meeting is to include the Chair, Champion, vice-Champion, representative of organisations involved in the agenda and up to three Forum delegates.

The business of the Forum will be:

- producing an annual rolling work programme with appropriate objectives agreed by Forum members
- considering agenda items requested from the Forum, the Council and other organisations
- providing a response to the Council on policies, procedures and services
- receiving feedback on completed consultation and proposed actions (outcomes)
- monitoring the success of consulting with their respective communities.

2.11 A review of the proposed changes will be carried out a year after implementation. However, all three Forums agreed that if there were any section of the arrangements that was not working, immediate attention would be given to address the problem.

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Background papers: Notes of consultation
List of appendices: Appendix 1 – Implications
Appendix 2 – Working arrangements for:
Disabled People's Diversity Forum
Gender Diversity Forum
Minority Communities Diversity Forum

IMPLICATIONS

Financial

1.1 The cost of administering the Forums is currently met by Constitutional Services and Consultation Support. Members of the Forums have agreed that their expectations of support should include:

- access adjustments such as, an advocate, interpreter,
- payment of out-of-pocket expenses for attending meetings and sub group meetings associated with the Forum or , if nominated, representing the Forum at external meetings
- appropriate and necessary training to enable them to participate effectively.

The above expectations, together with expanded membership and additional meetings, will inevitably increase expenditure for which there is no additional budget provision. Indeed, the current budget is forecast to overspend in 2006/07. Expenditure will be monitored and a report brought back to the Council if costs cannot be accommodated within overall budgets.

1.2 Provisions for out-of-pocket expenses have previously been met through the Members' Allowances budget due to the Council appointing the members of the Advisory Committees. In accordance with the Disability Equality Duty, provisions will need to be made at least for the Disabled People's Diversity Forum.

Legal

2.1 The Disability Discrimination Act 2005 requires the Council as a public authority to promote disability equality. The Council when carrying out its functions must have due regard to the needs to eliminate discrimination, and promote equal opportunities in accordance with the Disability Equality Duty. The Council also has a legal duty to involve disabled people when shaping their services.

2.2 The Race Relations (Amendment) Act 2000 puts a legal obligation on all public authorities to promote racial equality and good race relations between different racial groups.

2.3 The Equality Bill will introduce a gender equality duty for all public authorities. From April 2007, when the duty is likely to come into force, all public bodies will be legally bound to eliminate sex discrimination and promote gender equality.

2.4 The Local Government Act 1999 requires the Council to consult its citizens on its general direction and on issues relating to specific services. The Council must also show how the results have been used to improve services.

Personnel

3. The Consultation Support Team will continue to manage the Forums. Service efficiencies may affect the ability of the Consultation Support and Constitutional Services Teams to service the Forums to the levels expected by the Forum members. This will be monitored and appropriate action taken if necessary.

Equalities impact

- 4.1 The proposals outlined in this report will benefit the three equality target groups in the city in the way we consult with them.
- 4.2 The proposed changes will make sure that the Forums are as representative of their target group as much as possible.

Corporate priorities

5. The proposal has the potential of coming under all the Council's current priorities to
 - improve the quality of life in Derby's neighbourhoods
 - encourage lifelong learning and achievement
 - build healthy and independent communities
 - deliver excellent services, performance and value for money.

**DISABLED PEOPLE'S DIVERSITY FORUM
DRAFT WORKING ARRANGEMENTS
With effect from 1 February 2007**

Aim

1. The Disabled People's Diversity Forum aims to provide advice and quality assurance to the Council, on disability issues.

Purpose

- 2.1 To provide a regular two-way information flow between the Council and the City's Disabled people.
- 2.2 To provide a permanent mechanism to make sure that the Disabled people 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.

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. To be decided by protocol.
- 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 Disabled people
 - figurehead role/spokesperson
 - networking at regional and national levels to further the effectiveness of the Forum
 - encouraging wide participation of Disabled people in community engagement.

Membership

- 4.1 The Forum may co-opt an individual with expertise in disability issues. This membership will be renewed annually.
- 4.2 Organisations are to facilitate the selection of up to eighteen organisations of Derby's Disabled people. Each organisation may send up to 2 representatives. In some circumstances organisations for Disabled people will be eligible to be members, for example, people with learning difficulties.
- 4.3 Membership of the Forum will be renewed every two years.
- 4.4 The Forum must reflect the diversity of the City, reflecting the best person for the job.
- 4.5 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
 - 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 The Council and the Forum will monitor the success of including and consulting with Disabled people's organisations.
- 5.6 Reports and documents are to be presented in accessible formats.
- 5.7 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 Disabled people's organisations 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 Disabled people's organisations.

Forum expectations

7. Forums members should expect to:
 - receive support to fully take part in Forum meetings, such as an advocate, BSL 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 Forum will engage in working with other Forums as opportunities arise.
- 8.2 The Forum will establish project groups to meet between meetings to address specific tasks where appropriate, as and when necessary.
- 8.3 Wider organisational representation will be encouraged when required for specific discussions or presentations.

Forum member guidelines

9. Representatives must:
 - be knowledgeable about general disability 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
- follow the social model of disability
- inform their organisations members of the issues discussed at the Forum.

Annual review

10. This document will be reviewed annually.

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

Aim

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

Purpose

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

Role of the Champion

- 3.5 The Council will select a Councillor as a Champion. The Champion will liaise directly with Cabinet, to champion the cause of the Forum.
- 3.6 The Forum will select a vice-Champion.
- 3.7 With the agreement of the Forum the Champion may delegate responsibilities.
- 3.8 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

- 4.6 Organisations are to facilitate the selection of up to eighteen organisations of gender groups. Each organisation may send up to 2 representatives.
- 4.7 Membership of the Forum will be renewed every two years.
- 4.8 The Forum may co-opt up to six individuals with expertise in gender issues. This membership will be renewed annually.
- 4.9 The Forum must reflect the diversity of the City.
- 4.10 In the event of a vote being taken, there will be one vote for each organisation.

Ways of working

- 5.8 The Forum will aim to meet at least every two months.
- 5.9 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.
- 5.10 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.
- 5.11 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.
- 5.12 The Council and the Forum will monitor the success of including and consulting with gender groups.
- 5.13 Reports and documents are to be presented in accessible formats.
- 5.14 The meetings will last no longer than 2 hours, unless, with the Forums agreement, there are exceptional circumstances.

Two-way communication

- 6.3 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.
- 6.4 The Forum members will help to support involvement by networking with their respective gender groups.

Forum expectations

7. 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

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

Forum member guidelines

9. 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. This document will be reviewed annually.

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

Aim

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

Purpose

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

Role of the Champion

- 3.9 The Council will select a Councillor as a Chair and also a Councillor as a Champion. The Chair will liaise directly with Cabinet and the Champion will champion the cause of the Forum.
- 3.10 The Forum will select a vice-Champion.
- 3.11 With the agreement of the Forum, the Champion may delegate responsibilities.
- 3.12 The responsibilities of the Chair 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.

3.13 The Chair will delegate responsibility to the Champion as and when necessary.

Membership

4.11 The Forum will have members with equal responsibilities and no community advisors, but assistance in participation, if required.

4.12 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

4.13 Membership of the Forum will be renewed every two years.

4.14 The selection should also be from the wider community and not be restricted to members of community centres from 4.2 above.

4.15 Communities should manage selection of representatives, with promotional help from Derby City Council and other community organisations, where necessary.

4.16 Organisation membership of the Forum to include one representative from the following:

- Derby Racial Equality Council
- Derby Black Police Association

4.17 The Forum must reflect the diversity of the City.

4.18 In the event of a vote being taken, there will be one vote for each organisation.

Ways of working

5.15 The Forum will aim to meet at least every two months.

5.16 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.

5.17 The Forum is to be conducted by holding a pre-meeting before each Forum. The meeting is to include the Chair, Champion, vice-Champion, representative of organisations involved in the agenda and up to three Forum delegates.

5.18 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.

5.19 The Council and the Forum will monitor the success of including and consulting with Black and minority ethnic groups.

5.20 Reports and documents are to be presented in accessible formats.

5.21 The meetings will last no longer than 2 hours, unless, with the Forums agreement, there are exceptional circumstances.

Two-way communication

6.5 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.

6.6 The Forum members will help to support involvement by networking with their respective communities.

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

8.8 The format of each meeting will be tailored at the pre-meeting, to suit the agenda items. This may include alternative meeting formats.

8.9 The Forum will engage in working with other Forums as opportunities arise.

8.10 The Forum may establish project groups to meet between meetings to address specific tasks where appropriate, as and when necessary.

8.11 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.