

LONDON BOROUGH OF SUTTON
EQUALITY AND DIVERSITY FORUM
THURSDAY, 26 JUNE 2008



7.00 pm at the
Civic Offices, St Nicholas Way, Sutton, SM1 1EA

SECOND DISPATCH

To all members of Equality and Diversity Forum:-

The following papers, which were not available for dispatch with the agenda, are attached. Please bring them with you to the meeting:-

8. TERMS OF REFERENCE (Pages 1 - 6)

The Terms of Reference to be agreed by the Forum (TO FOLLOW)

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20 June 2008*

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London Borough of Sutton

EQUALITY AND DIVERSITY FORUM - 26th June 2008

Report of the Gill Bull - Executive Head of Policy and Communications

REVIEW AND AMENDMENT TO THE EQUALITY AND DIVERSITY
FORUM'S TERMS OF REFERENCE

Ward Location: Not Applicable

Author(s) and Contact Phone Number(s):
Dennis Bartholomew
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Area Served: Street

Executive Councillor:
Ruth Dombey

Key Decision Report

Summary

The Equality and Diversity Forum is required to undertake a yearly review of its terms of reference. This report is the annual review. The report also outlines the main changes to the terms of reference; attaches draft terms of reference, with the proposed additions and deletions, and calls on the Forum to approve these amendments.

Recommendations

I recommend the Equality and Diversity Forum to: -

- a. Note the amendments to the terms of reference, attached as an appendix;
- b. Comment on these changes, considering whether they reflect; meet and enable the wishes of the Forum, and propose any new amendments, if required; and
- c. Approve the amended terms of reference as the Equality and Diversity Forum's terms of reference.

1. Background

- 1.1 The Equality and Diversity Forum was formed to enable Sutton's equality and diversity groups to engage formally with Sutton Council. These communities appoint representatives, in some cases through umbrella organisations, who are able to comment on the Borough's equality stands of race, gender, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion or belief.
- 1.2 The Forum also enables other public service providers to engage with such representatives, thus avoiding multiple meetings; enabling the sharing of good practice and bringing a new perspective to existing issues. In this way the Forum makes a meaningful contribution and adds value to the work of the Borough's public service providers.
- 1.3 The Equality and Diversity Forum has terms of reference, which describes its role, the scope of its work and how it manages its business. The Forum is required, as a matter of good practice, to review its terms of reference annually.

- 1.4 The draft terms of reference is attached as an appendix. Deletions to the existing terms are struck through with a line. Additions are highlighted yellow or light grey.

2. Issues

- 2.1 The majority of changes to the terms are minor, covering alterations to the names of member bodies. For example Sutton's Lesbian, Gay, Bisexual and Transgender Group, when established a short while ago chose to include the word Forum in their name instead of Group. Likewise the Black and Minority Ethnic Forum have changes their name to the Sutton Minority Ethnic Forum
- 2.2 Additionally, two new groups have been formed and have or will soon join the Forum. They are the Sutton Women's Forum and the Sutton Council's Minority Ethnic Employees Association, a Council employee association. There remains a vacancy for the Sutton Corporate Parents' Forum.
- 2.3 The other main change to the terms is that the Forum's member organisations are requested to nominate a deputy to attend the Forum meetings when the principal representative is unable to do so.

3. Financial Implications

- 3.1 There are no financial implications resulting from these measures.

4. Influence of the Council's Core Values

- 4.1 Sutton Council vision, "**to build a community in which all can take part and all can take pride**", is reinforced through its five Core Values of partnership, respect, innovation, diversity and empowering, forming the acronym 'PRIDE'.
- 4.2 The Core Values most relevant to the changes outlined in this report are partnership, diversity and empowering, as a successful Forum, which the revision to the terms of reference strives to achieve, will continue demonstrate Sutton Council's partnership approach; its valuing of diversity and the commitment to empowering communities not currently represented in seats of power.

5. Equality Impact Assessment

- 5.1 There are no negative effects envisaged for any minority group as a result of the proposals in this report. The proposals are designed to have a positive effect by enabling Sutton Council to promote equality and diversity; thereby meeting its legal obligations under the Race, Disability and other equality acts, and, more importantly, enabling public service providers to engage with such communities.

6. Background Papers

- 6.1 The papers referred to in this report are the existing terms of reference held by the Policy Manager (Equalities) and held at [..\..\Terms of reference\2007 05 14 FINAL COPY - EQUALITY AND DIVERSITY FORUM TERMS OF REFERENCE.doc](#).

EQUALITY AND DIVERSITY FORUM TERMS OF REFERENCE

Introduction

1. Sutton Council's vision of "... a community in which all can take part and take pride" is underpinned by five values, which support its equality and diversity strategy. They are:
 - Working in **Partnership** with the people who live and work in the Borough;
 - Making our services open and accessible so that everyone is listened to and treated with **Respect**;
 - Seeking **Innovative** approaches in order to provide better, more cost effective services;
 - Promoting **Diversity** and ensuring that we recognise and celebrate difference within the context of fairness and equality; and
 - **Empowerment** so everyone can 'take part and take pride' as active citizens and staff.
2. ~~For the vision to be realised the Council must have the appropriate mechanisms in place which will support those working towards this end.~~
3. ~~The Equality and Diversity Forum is the forum through which the Council and other public service providers engage with the Borough's socially excluded groups in order to facilitate their work on equality and diversity matters.~~

Areas of responsibility

4. ~~The Equality and Diversity Forum will have responsibility for providing advice to the Council, its committees, officers of the Council and to other public service providers on equality and diversity issues concerning all aspects of their work.~~
5. **The Equality and Diversity Forum is established to enable representatives of the Borough's equality and diversity groups to engage formally with Sutton Council in order to make a meaningful contribution and add value to its work and the work of other public service providers serving the community.**
6. In respect of the above the Forum will: -
 - ~~Make recommendations to the appropriate decision making body of the Council and other public service providers on the development of their equality and diversity policies, practices and action plans;~~
 - ~~Contribute to the development of their strategy for the implementation of agreed equality and diversity policies, practices and action plans;~~
 - ~~Maintain an overview of equality and diversity issues relating to all aspects of their work;~~
 - ~~Receive and comment on all relevant reports in relation to agreed equality and diversity objectives and action plans;~~
 - ~~Contribute to the annual review of the Council and other public service providers' corporate and service area objectives relating to equality and diversity;~~

- ~~Make recommendations to the committees and officers of the Council and public service providers on priorities for the allocation of their resources in relation to their areas of responsibility.~~

- Comment on reports and presentations held at its meetings.
- Raise issues concerning any Borough resident or service user that relates to equality and diversity.
- Refer items and make recommendations to other Council fora, and
- Receive items from other Council fora

Membership

7. The membership of the Forum will include a maximum of five councillors, in proportion to the number of members on each party group on the Council, currently three Liberal Democrat and two Conservative. The executive councillor with responsibility for the equalities portfolio is to be included in this number and shall be the Chair of the Forum.
8. There shall, in addition, be representatives on the Forum from organisations supporting **and/or representing** socially excluded groups in the Borough, reflecting the breadth and diversity of the Borough's communities. **Each group listed below shall nominate one representative to attend the Forum's meetings. Each representative shall also have a deputy nominated by their group to attend meetings of the Forum when they are unable to do so.** ~~Representation shall be one person nominated by each of the following:—~~
 - i. Sutton's Faith and Belief Group **Forum.**
 - ii. Sutton's Disability Forum.
 - iii. Sutton's Carers Centre **Forum.**
 - iv. Sutton Seniors' Forum.
 - v. **Sutton's Lesbian, Gay, Bisexual and Transgender Group Forum.**
 - vi. ~~The Black and Minority Ethnic Forum.—~~
 - vii. **Sutton Minority Ethnic Forum**
 - viii. Sutton Corporate Parents' Forum
 - ix. **Sutton Women's Forum**
 - x. **Sutton Council's Minority Ethnic Employees Association, and**
 - xi. Representatives from such other group(s) as the Forum may, from time-to-time, consider appropriate.

Composition of the Forum

9. The Forum shall have a Chair, who will be a serving councillor and a vice-chair.
10. The vice-chair shall be elected from amongst the local community representatives who sit on the Forum.
11. The Chair shall preside at each meeting. If they are not present then the Vice-Chair ~~who is a councillor shall take the Chair or, failing that, the Vice Chair who is a local community member shall take the Chair.~~ If ~~neither of the Vice Chairs is~~ **also absent** present the Forum shall choose a member from amongst its number to preside as Chair for that meeting.
12. Membership of the Forum shall last for one municipal year only. Representatives may be nominated for subsequent years.

13. The Forum may invite, at its discretion, other persons to attend and speak at its meetings but not to vote.
14. The Forum may co-opt at a meeting such persons with particular and relevant skills, knowledge or experience to serve on the Forum at each such meeting or series of meetings during each year in order to assist the conduct of specific business.
15. One quarter of the members of the Forum, as defined in paragraphs 6 and 7 **7 and 8** above, shall constitute a quorum. No meeting of the Forum shall be quorate unless at least one councillor is present.

Working groups

16. The Forum may appoint such working groups, with defined terms of reference, as it thinks necessary.
17. The recommendations of such working groups shall be reported to the Forum.

Meeting arrangements and servicing

18. There shall be at least three and not more than five ordinary meetings of the Forum each year.
19. The Minutes of each meeting may be circulated to members of the ~~Strategy Committee~~ **Executive** of the Council, and the decision making body **bodies** of the public service providers, if they so request.
20. The Council's Chief Executive shall arrange for the servicing of the Forum, including the Committee Manager support and attendance by staff members. The chief officers of the public service providers shall arrange for the regular attendance by appropriate staff members.
21. The Council's Chief Executive and the chief officers of the public service providers shall arrange for timely reports to be presented to the Forum for its consideration.
22. Any agenda item to be considered for approval by the Chair must be submitted to the ~~Secretary~~ **Committee Manager** at least **two** weeks before the meeting.
23. The ~~Secretary~~ **Committee Manager** shall be responsible for ensuring that the minutes of every meeting of the Forum are promptly prepared and provided to the Forum and officers of the Council and the other public service providers.
24. Whilst members will always endeavour to reach a consensus, in the event of a vote being required, each member, but not any co-opted member(s), will have one vote, and if there is an equality of votes the Chair shall have a second or casting vote.

Review of the Terms of Reference and Work Plan of the Forum

25. The Forum shall review its terms of reference annually and make recommendations to the ~~Strategy Committee~~ **Executive** accordingly.

26. The Forum shall produce a work plan at the beginning of each year and a report on the work plan at the end of the year.

These terms of reference were approved by the Equality and Diversity Forum on the _____