



Oadby and Wigston Borough Council

TO COUNCILLOR:

J Kaufman (Chair)

Mrs S B Morris

Dear Councillor et al

I hereby summon you to attend a meeting of the **COMMUNITY ENGAGEMENT FORUM** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **THURSDAY, 30 JUNE 2016** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
16 June 2016

Mark Hall
Chief Executive

AGENDA

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- | | | |
|----|---|--------|
| 1. | Apologies for Absence | |
| 2. | Minutes of the Previous Meeting held on 15 March 2016 | 1 - 4 |
| 3. | Community Engagement Forum Terms of Reference | |
| 4. | Review of the Equality and Diversity Agenda | |
| | a) Equality and Diversity Workshops Training Dates | |
| | b) Celebrating Diversity Calendar | |
| | c) Citizens Panel | 5 - 11 |
| | Attendees are asked to read the appendix with the view to commenting, making suggestions for additions and, or, amendments as may be appropriate. | |
| 5. | VISTA Sight Loss Service - Presentation | |
| 6. | GATE Gypsy & Traveller Equality Service - Presentation | |
| 7. | Date of Next Meeting | |

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 15 MARCH 2016
COMMENCING AT 7:00 PM**

IN ATTENDANCE:

Chair - Councillor J Kaufman

COUNCILLORS (1):

Mrs S B Morris

OFFICERS IN ATTENDANCE (1):

Ms V Quintyne

OTHERS IN ATTENDANCE:

Pat Tebbutt – Resident – Churches Together, David Tebbutt Resident – Churches Together,
Jan Bryars – Oadby Stakeholders, Cathy Stevenson-Red cross , Salim Boodhu – Oadby &
Wigston Muslim Association ,Iqbal Noormohomed – Oadby and Wigston Muslim Association,
Arzu Yilmaz-Dialogue Society, Lisa Vine – Leicester Lesbian, Gay, Bi-sexual and
Transgender (LGBT) Centre

Min Ref.	Narrative	Officer Resp.
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Chris Huscroft – Oadby & Wigston Lions and Food Bank Lesley Green - Oadby Church/Oadby Food Bank Iris Lightfoot –TREC (The Race Equality Centre) B Gohil – Volunteer Rev'd Gillian Gamble - Oadby Food Bank and Oadby Trinity Methodist Church</p>	
2.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 10 DECEMBER 2015</u></p> <p>The minutes of December 10th 2015 were received and approved.</p>	
3.	<p><u>REVIEW OF THE EQUALITY AND DIVERSITY AGENDA</u></p> <p>The Equality and Diversity work plan continues to be progressed. It is available via the following link. Colleagues are provided with a copy of it at each meeting. It is the working document of the Community Engagement Forum and is used to address equality and diversity issues pertaining to the borough supported by the work of Voluntary organisations and community groups which provide a service for people specific to Oadby and Wigston as well as Leicestershire wide. Such groups are addressing a wide cross section of the public including the most vulnerable as included in the nine protected characteristics of the Equality Act 2010. The nine groups are:</p> <ul style="list-style-type: none"> • Disability • Sex • Gender reassignment • Race 	

	<ul style="list-style-type: none"> • Age • Religion and belief • Sexual orientation, • Pregnancy and maternity and • Civil partnership and marriage <p>It was explained that the Agenda is the Council's framework to explore and map how equality and diversity issues are addressed in the Borough for planning and provision. This is focussed on all residents and other users of the Council's provision but especially those most vulnerable and or at risk of not benefitting from such services and provision.</p>	
4.	<p><u>EQUALITY AND DIVERSITY WORKSHOPS AND EQUALITY ASSESSMENT WORKSHOPS DATES</u></p> <p>Equality And Diversity Training Workshops</p> <p>Dates for Equality and Diversity workshops are being organised. They are to be provided to Council Members, Staff and CEF Members.</p> <p>Equality Assessment Training Workshops</p> <p>Staff are to be offered Equality Assessment training workshops in April. Equality Assessments are also known as Equality Impact Assessments. Three sessions are planned for: April 5th, April 7th and April 14th 2016.</p> <p>These sessions will be attended by senior Council officers who have never undergone equality assessment training before or are undertaking it as a refresher session.</p> <p>It is important staff are not only aware of the legislation which requires these (Equality Act 2010) but also how to complete fit for purpose equality assessments that compliment and support development of the Council's business planning .</p>	
5.	<p><u>CELEBRATING DIVERSITY CALENDAR- SEMINARS</u></p> <p>The Calendar Group has been working on is almost ready to be placed on the Council's website following a few amendments.</p> <p>The calendar is to be used as a vehicle for providing bite size learning seminars relating to key festivals and how these are celebrated in Oadby and Wigston. This Group is not a replacement for the Oadby and Wigston Multi-cultural Group.</p> <p>ACTION: 1</p> <p>Check the dates for key Muslim festivals are added.</p> <p>ACTION: 2</p> <p>Add National Refugee week.</p> <p>ACTION: 3</p>	

	<p>Source the correct date for the celebration of Navaratri Hindu festival.</p> <p>The Group was keen to see seminars made available at lunchtime and in the evenings. These seminars were viewed as having involvement from CEF Members in the planning and delivery and as a positive way of involving marginalised groups, for example refugees and asylum seekers. They were also seen as a way to build community cohesion and breakdown barriers among people in the community.</p> <p>ACTION: 4</p> <p>Work with colleagues and groups to host a series of lunchtime and /or evening seminars utilising the Celebration Calendar.</p>	VQ
6.	<p><u>LGBT- A SERVICE FOR TRANSGENDER YOUNG PEOPLE - PRESENTATION</u></p> <p>This is a project funded by BBC Children In Need covering the Leicestershire region. It began 2nd November 2015 and is funded for three years.</p> <p>The presentation explored what it means to be transgender for young people, including experiencing gender dysphoria to terminology used and support services for young people and how to access it. Following the presentation questions were taken.</p> <p>To access further information on this project contact: lisa@leicestlgbtcentre.org or ring 01162547412. Lisa can also be contacted by getting in touch @LisaCvine and @LeicesterLGBT.</p> <p>ACTION: 5</p> <p>Circulate a copy of the presentation with the minutes.</p>	VQ
7.	<p><u>REFRESH OF EQUALITY PAGE INFORMATION</u></p> <p>Change to equality information on the Council website is being progressed. Currently information on a selection of key new and updated Equality Assessments has been added. Other changes will include adding information on the Celebration Calendar and Oadby and Wigston's Equality Framework and rewording key equality information as appropriate. This is being done with the Council's communication media person.</p>	
8.	<p><u>PREVENT - WRAP WORKSHOP - UNITED KINGDOM COUNTER TERRORISM STRATEGY</u></p> <p>This presentation was delivered by the Council's Community Engagement Officer. It covered the reasoning behind the Government's PREVENT Strategy and approach to working to prevent radicalisation into terrorist activity and safeguarding of vulnerable adults and young people.</p> <p>The presentation was well received. However feedback suggested the voice range on the DVD used needs to be increased with the production of a new</p>	

	<p>DVD or the Council's speakers require upgrading.</p> <p>Feedback on this event collected via evaluation forms is to be sent to the WRAP lead co-ordinator in London. The forms do not contain participants names.</p> <p>ACTION: 6</p> <p>Further WRAP presentations are to be arranged. The audience is staff, community groups and voluntary organisations.</p>	VQ
9.	<p><u>DATE OF NEXT MEETING</u></p> <p>Date: Thursday 30 June 2016 Time: 7:00 pm Venue: Council Office, Council Chamber, Station Road, Wigston, LE182DR</p>	

THE MEETING CLOSED AT 09:00 PM



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CHAIR
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THURSDAY, 30 JUNE 2016
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Oadby & Wigston Borough Council Citizens` Panel (draft)

As a Council we often need your help.

The Citizens` Panel regularly needs to consult with a wide range of people and organisations on important Council corporate, or programme-specific documents or issues.

A website page will be provided with a link to our current consultations and, by clicking through, you can find out more about each of them and take part if you have a view or experiences to share with us.

Oadby and Wigston Borough Council Citizen`sPanel - Letting people lead the way

So would you like the opportunity to make comments about the local public services you receive?

By becoming a member of the Oadby and Wigston Borough Council Citizen`s Panel you can.

What is the Oadby and Wigston Borough Council Citizens` Panel ?

The OWBC Citizens` Panel is a consultative panel of people living in Oadby and Wigston. It aims to give local people a chance to have their say about public services, policies,, strategies, and their impact or possible impact in the Borough.

Who sits on the Citizens` Panel?

The OWBC Citizens` Panel is made up of residents from the diversity of the population of the Borough. Panel Members are represented by the **9 Protected Characteristics of the Equality Act 2010:**

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race

7. Religion or belief

8. Sex and

9. Sexual orientation

What do Citizen Panel Members do?

Panel members have the chance to take part in:

- Surveys: members will be invited to respond to postal questionnaires, telephone or internet surveys
- Workshops: members will be invited to participate in community workshops
- Scrutiny: members will be able to examine local issues in detail by listening to information from public officers and then discussing their views in light of what they have heard in order to advise how local public/voluntary bodies should deliver their services
- Focus groups: smaller groups of members will be able to get together to explore a specific issue in depth

As well as taking part in 'observational studies' or working with Council Officers on specific projects.

What will joining OWBC Citizens' Panel involve?

As a member you will not be expected to participate in everything. Over time there will be a range and choice of activities and topics to suit different members of the Panel. It will be up to you to decide what to participate in.

Why would you want to join such a panel?

As a member of OWBC Citizens' Panel you will have the opportunity to tell us about your experiences of living in Oadby and Wigston Town and what you expect from local public services.

You will be able to inform decisions made by the Council, health partners, the Police and voluntary organisations.

We will give you feedback on what you have told us and on any action taken as a result. We will tell you this through newsletters, email messages and the Council's website.

How do I join?

There is no limit to the number of people who can register and we want as many people as possible to take part in the Citizens` Panel. If you are interested in joining the Panel, you can register to become a Panel Member or we can send you a form to register your wish to join the Panel and complete and return it to us. Alternatively you can telephone us and we can complete the application over the phone.

What about confidentiality?

The information you provide will be used to ensure that the Citizens` Panel is representative and so we can invite you to community events /issues/ focus groups etc.

The information you provide will be used to ensure that the Citizens` Panel is representative and so we can invite you to community events run by the Council including those where there is partnership work with the Police, Health Services, Voluntary sectors and other research organisations working for public services in the Borough.

Citizens` Panel details will not be sold or handed onto any other organisation for marketing purposes. We will keep your details on file but will delete those details should you ask us to in writing.

Further information

If you would like further information about the Oadby and Wigston Borough Council Citizens` Panel, please contact:

Veronika Quintyne

Community Engagement Officer

Oadby & Wigston Borough Council

Council Offices, Station Road, Wigston, Leicestershire LE18 2DR

Tel:0116 2572648/0116 2572709 - Monday to Friday

Or:

Email: Veronika.quintyne@oadby-wigston.gov.uk

www.oadby-wigston.gov.uk

- In relation to the Citizen`s Panel, the Council will collect personal information only to the extent necessary to fulfil a precise purpose specified by the data controller for each online service. The information will not be reused for a purpose incompatible with the original purpose.
- In relation to the Cirtizen`s Panel the Council will disclose information to third parties only if that is necessary for the purposes specified and only to the categories of recipients mentioned.
- The Council will not divulge your personal data for direct marketing purposes. It also undertakes to take appropriate security measures to safeguard the data from misuse by third parties.
- The data may be kept for no longer than is necessary for the purposes for which they were collected.
- The data may, however, be kept for a longer period for historical, statistical or scientific purposes, without prejudice to any other provision of law.
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- To exercise your rights or to obtain any further information, you can apply directly to the local Council.
- You may also consult the Data Protection Officer who is responsible.
- Any individual concerned (data subject) has the right to obtain access to and rectification of his or her personal data. Data subjects may also under certain circumstances ask to have these data blocked and for the erasure of data about them which they consider to have been unlawfully processed. Finally, they have the right to object, on compelling grounds, to the processing of their data.
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