

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM**  
**HELD AT COUNCIL OFFICES, WIGSTON ON TUESDAY 2 DECEMBER 2014**  
**COMMENCING AT 7.00 PM.**

**IN ATTENDANCE:**

Chair: J Kaufman

Councillors: Councillor Mrs L Kaufman

Officers in Attendance: K Garcha, Veronika Quintyne

Others in attendance: Mrs P Joshi (Chair of the Multicultural Group), Mr Bhavin Gohil

Min Ref	Narrative	Officer Responsible
1.	<p><b><u>APOLOGIES</u></b></p> <p>Apologies received from Mrs S B Morris and Mr R Morris.</p>	
2.	<p><b><u>MINUTES OF THE PREVIOUS MEETING.</u></b></p> <p>Approved. Minutes of 16<sup>th</sup> September 2014.</p>	
3.	<p><b><u>TERMS OF REFERENCE</u></b></p> <p>The Terms of Reference for the Community Engagement Forum were brought to the meeting. This was for information only. It was noted these had been previously circulated to all Community Engagement Forum members.</p>	
4.	<p><b><u>COMMUNITY ENGAGEMENT FORUM – FUTURE WORKPLAN</u></b></p> <p><b>(a)Review of Equality Agenda</b></p> <p>The newly appointed Community Engagement Officer, Veronika Quintyne reviewed the Equality and Diversity Agenda work plan. Points 1 to 5 at page 7, being the Council's equality objectives within the work plan were explained in terms of how the Forum will be working to them over the next four years. Aspects of work completed or at progress stage was discussed, clarified and affirmed with a way forward.</p>	

<p>A skilled and confident workforce addressing equality and diversity is developing well. This is supported by a clear Dignity at work policy in place.</p> <p>Discussion around setting criteria for supporting how Resident Forum monies could be allocated was considered. It was suggested project proposals could be one way for groups or individuals to access funding when an Equality Assessment was undertaken. The criteria would be measured against the objectives of this Authority.</p> <p>The Community Engagement Officer is to explore whether other Local Authority Forums have criteria in place for allocating Resident Forum funding. It was agreed to bring this as an update item to the next meeting.</p> <p><b>(b) Equality Assessments ( formerly equality impact assessments)</b></p> <p>Equality assessments have been completed for budget saving areas. Previous and new policy areas are to undergo a review. Discussion highlighted no equality assessment had been carried out on introducing the new bin collection system. It was recognised this lack of an assessment might have missed an impact on some people for example those with a disability. The assessment process and outstanding equality assessments are now being reviewed and a suggestion was put forward that in future all committee reports and policies etc have equality assessments attached to them.</p> <p><b>(c) Training</b></p> <p>Training on the equality assessment process will be provided to staff. It will also be extended to the group incorporating hands-on role playing activity.</p> <p>All proposals going to Committee will require an equality assessment to be completed. This is so a measurement of risk can be fully gauged. For the municipal year, equality assessments will come through the Corporate Training Plan. The training will work to make Oadby and Wigston an exemplar Authority.</p> <p>The Full Council meeting on December 9<sup>th</sup> 2014 will highlight information about mandatory training on the need to complete equality assessments effectively and efficiently.</p> <p>Other UK Local Authorities have racked up thousands of pounds in legal costs for not carrying out fit for purpose equality assessments on their budget saving proposals. This was through being taken to court via the Judicial Review process by aggrieved</p>	<p>VQ</p> <p>VQ</p>
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<p>residents and or tenants.</p> <p>The monitoring of staff diversity is ongoing. Through recruitment this is collated under the Equality Act 2010, 9 Protected Characteristics. These are: age, disability, race, religion/belief, sex, sexual orientation, marital status, pregnancy and maternity and gender reassignment.</p> <p>There is a recognition that staff diversity needs to be taken account of and reflect the makeup of the Borough`s population. The current data shows, for example how many males, females, disabled people etc are employed and at what level of seniority within the organisation.</p> <p><b>(d) Refresh of Website</b> The equality information on the Council website is currently being reviewed and needs updating.</p> <p>This Work plan within the Equality and Diversity Agenda paper covers all the work agreed in the previous iteration of the Paper. This document has been circulated previously through past Community Engagement Forum meetings. It is available on the Council web page at: <a href="http://www.oadby-wigston.gov.uk/files/documents/equality_and_diversity_agenda/Equality%20and%20Diversity%20Agenda%20June%202013.pdf">http://www.oadby-wigston.gov.uk/files/documents/equality_and_diversity_agenda/Equality%20and%20Diversity%20Agenda%20June%202013.pdf</a></p> <p><b>(e) Under-represented Groups</b> There is to be continued improvement in how communities, particularly under-represented groups are better organised and participate in local decision-making.</p> <p>There is a planned approach to actively engage with under-represented groupings ; for example: tenant associations, young people`s groups, luncheon groups, resident forums, faith and belief groups and other groups .This will be done in varied ways. This is to ensure all forums/groups are given a greater representative voice. This is a key aspect of the Community Engagement Officer`s work.</p> <p>The Community Engagement Officer is to contact Sarah Dickinson from the Health and Wellbeing Board; Chris Swann from Oadby Stakeholders` Group and source local groups with respect to future engagement activity.</p> <p><b><u>ANY OTHER BUSINESS ITEMS RAISED</u></b></p> <p><b><u>MULTI-CULTURAL SIGNAGE TO OADBY AND WIGSTON TOWN.</u></b> A welcome sign featuring different languages, including English is to be placed at the entrance to Oadby and Wigston Borough.</p>	<p>VQ</p> <p>VQ</p>
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	<p><b><u>MULTI-CULTURAL GROUP MEETING</u></b> The next meeting takes place 12<sup>th</sup> December 2014. This is to be confirmed.</p> <p><b><u>DATE OF NEXT MEETING</u></b> The date for the next meeting is 17 March 2015.</p>	
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**The Meeting Closed at 8.10 pm**