

Equality & Fairness Stakeholder Group

Terms of Reference

Aim:

To ensure that equality and fairness are key considerations running throughout the Council's service planning and delivery, demonstrating that the Council has given due regard to the Public Sector Equality Duty.

Purpose:

1. To provide an external view of the Council's performance on equality and fairness and to ensure robust consideration of equality issues.
2. To ensure Council policy is inclusive by identifying gaps which could lead to potential disadvantages for people with a protected characteristic and people facing affordability barriers.
3. To contribute to the development of policy, objectives and action plans.
4. To oversee the Council's process that ensures 'due regard' consideration in service and project design and delivery and in policies which impact on our residents.
5. To scrutinise the Council's equality and fairness reporting and identify areas where further work may be needed.
6. To identify issues and request further evidence is gathered in regard to unexpected trends emerging from analysis work.
7. To recommend actions, monitor progress and evaluate outcomes where these are highlighted as being necessary and proportionate.
8. To help shape future service delivery in Lewes and Eastbourne.

Operation:

1. The Equality and Fairness Stakeholder Group (EaF Stakeholder Group) will meet three times a year.
2. Alternate meetings will be Chaired by the Cabinet Leads with portfolio:
 - LDC – Cabinet Member for Community Wellbeing
 - EBC – Cabinet Member for Tourism, Leisure, Accessibility & Community Safety
3. Meetings will be hybrid and alternate between Eastbourne Town Hall & Marine Workshops, Newhaven.
4. Extraordinary meetings may take place where there is an identified need.
5. Meetings will be co-ordinated and administered by the Community Services Team.
6. Membership is on the understanding that this Group is not the mechanism to raise or deal with individual complaints or to lobby in relation to funding for individual voluntary and community sector organisations or other organisations. Complaints or

concerns of any nature should be directed through appropriate channels in the usual manner.

7. To ensure that meetings run smoothly and effectively, members will be expected to adhere to the following rules:
 - Members will read circulated reports and other materials in advance of meetings.
 - Discussions should follow planned agendas.
 - Members will show respect by listening to others and not interrupting.
 - Meetings will operate on a consensus; seek general agreements.
 - Members will identify actions that result from discussions and commit to following through those actions as agreed at the meeting.
 - Members will address items through the Chair of the meeting.
 - Members will talk one at time; wait to be recognised by the Chair.
 - Members will be respectful of other members ideas, views and cultures.
8. Confidentiality - Documents circulated by Lewes and Eastbourne Councils and the notes of the meetings may not be shared externally unless expressly stated. Members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members or Council staff.
9. Members who are representatives of groups or organisations may send a deputy to attend in their place.
10. The EaF Stakeholder Group may identify new members from time to time, by agreement at a meeting or by email.

Membership:

Meridian Mature Citizens Forum
Diversity Resource International
Lotus (formerly Home-Start)
Lewes District Food Partnership
East Sussex Seniors Forum
East Sussex Vision Support
Care for the Carers
Hearing Link
East Sussex Hearing Resource
SASBAH
Lewes Area Access Group