

Appendix A

**South Somerset District Council
Corporate Equalities Steering Group Terms of Reference
July 2007**

Group Membership		
Standing Membership		
Perspective	Role	Name
Councillor	Chair of Group and Theme Advisor	Ann Campbell
Councillor	Portfolio Holder Equality and Diversity	Ric Pallister
Senior Officer	Corporate Theme Equality Lead	Andrew Gillespie
Senior Officer	Human Resources Manager – as needed	Mike Holliday
Community Officer	Gypsy & Traveller Liaison	Paul Goltz
CED Officer	Equalities Strategy Implementation	
Voluntary Sector Representatives		
Race	Somerset Racial Equality Council	David Onamade
Faith	South Somerset Muslim Cultural Association	Hamid Mustafa
	South Somerset Multi-faith Forum	Hugh Ellis
Age	Chard and Ilminster Pensioners Forum Youth Representative to be agreed	Chris Plaster
Disability	South Somerset Disability Forum	Judith Littleboy & Frances Peacey
Sexual Orientation	Somerset Gay Health	Mark Rowland
Gender	Somerset Rural Women's Network	Debbie Franklin
Invited Members		
Officers Responsible for Equality Impact Assessments (2006/7)	Sports, Arts and Leisure	Alison Cameron
	Customer Services	Eleanor Wilson
	Countryside, Heritage & Tourism	David Julian
	Environmental Health	Laurence Willis Shirley Courage
	Area Development	Andrew Gillespie
Staff or Managers relevant to specific agenda items		

Purpose

The purpose of the group is to act to support the implementation of South Somerset District Council's Corporate Equalities Strategy.

The group will be responsible for overseeing the implementation of the Corporate Equalities Strategy by providing advice and challenge to the council.

The group will be responsible for recommending or supporting targets relating to equalities performance indicators against which progress can be measured - these may be quantitative, qualitative and time related.

The group will act as a forum where issues of concern regarding the equality of the Council's procedures can be raised, discussed and solutions sought and recommended.

Councillors and representatives from the Voluntary Sector will bring their 'perspective' and experience of specific residents and user groups in order to validate outcomes and reported progress.

Administration

- The group will be administered and facilitated by the Cohesion, Equalities and Diversity Officer
- The group will meet every 2 months

Meetings

Those taking part in meetings of the group are encouraged to;

- Make it safe for everyone to learn
- Actively share knowledge
- Be open to and accept criticism and challenge
- Acknowledge restraints and limitations of influence
- Be solution focused
- Check regularly that members, especially the strand representatives, do not feel marginalised or, 'as if' in a minority
- Take responsibility to check the effectiveness of the group
- Keep written reporting to a minimum, reporting verbally and briefly whenever possible

Reporting Arrangements and Responsibilities

Reports to the group:

Equalities Service Impact Assessments will be reported to the group for challenge, advice and validation.

A six monthly and an annual progress report will be presented to the group by the Cohesion, Equalities and Diversity Officer.

The group will be able to identify any issues of concern, seek resolutions and make recommendations.

Reports from the group:

The Equalities Lead Officer will be responsible for feeding back information and actions to directorates via Heads of Service, through the Management Board and/or other key decision making groups or committees. e.g. Area Committees.

The Council's Management Board will receive updates on progress of the Corporate Equalities Strategy and the outcomes and /or recommendations from the group as needed and no less than twice a year.