

SUBJECT: TERMS OF REFERENCE

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: HEATHER GROVER, PRINCIPAL POLICY OFFICER

1. Purpose of Report

- 1.1 To present revised terms of reference to the group prior to agreement by Full Council

2. Executive Summary

- 2.1 Officers have reviewed the Terms of Reference for the group and identified some minor changes to enhance its effectiveness.

3. Background

- 3.1 Officers have reviewed the Terms of Reference for the group and identified some minor changes to enhance its effectiveness.
- 3.2 The amendments are highlighted in yellow in Appendix A and summarised below:
- Proposed name change to bring the group in line with other advisory panels
 - Clarification that the group reports to Full Council
 - Clarification of legislation which the group monitors against
 - Change in membership of the panel to include representatives from legal, democratic services and human resources service areas, together with clarification of other invitees.

4. Strategic Priorities

- 4.1 The Equality and Diversity Advisory Panel supports the priority to reduce inequality.

4.2 Organisational Impacts

- 4.3 Finance (including whole life costs where applicable)
There are no financial impacts arising from this report.

- 4.4 Legal Implications including Procurement Rules
There are no legal implications arising from this report.

- 4.5 Equality, Diversity & Human Rights
The Panel will help and advise on matters which will help the council meet its obligations under the Equality Act 2010 Public Sector Equality Duty, including monitoring the action plan to ensure progress.

5. Risk Implications

5.1 Governance issues may arise

6. Recommendation

6.1 The group agrees the revised Terms of Reference and forwards to Full Council for approval.

Is this a key decision? Yes/**No**

Do the exempt information categories apply? Yes/**No**

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? Yes/**No**

How many appendices does the report contain? One

List of Background Papers: None

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