

Equality and Diversity Advisory Panel (last revised in October 2020)

The Equality and Diversity Advisory Panel is a working group comprising members and officers of the City of Lincoln Council. The panel will report to Full Council and operate in accordance with the key functions set out below. The panel's role within the decision-making structure of the Council is that of an advisory group.

Key Functions

- 1)** To recommend strategic direction and provide community leadership on equality and diversity issues relating to City of Lincoln Council services and their impact on all members of our local communities.
- 2)** To keep under review the City of Lincoln Council's interface with equality and diversity across Lincolnshire and seek to influence partner organisations.
- 3)** To monitor the embedment of equality and diversity issues within the authority, particularly through the service planning and risk management processes.
- 4)** To monitor progress and compliance with the Council's duties under the Equality Act 2010 **and the Public Sector Equality Duty**.
- 5)** To contribute to and subsequently monitor delivery of the corporate Equality Objectives and supporting action plan.
- 6)** To champion equality and diversity issues at all levels within each directorate, at Corporate Management Team level, and amongst Members.
- 7)** To contribute to the review of key equality and diversity related strategies, including the Equality and Diversity and Human Rights Policy.
- 8)** To authorise major consultation by the Council with relevant representative organisations on strategic equality and diversity issues once considered and debated by the core panel.
- 9)** To refer proposed amendments to City of Lincoln Council strategies and action plans relating to equality and diversity to Executive for approval.
- 10)** To receive regular reports from officers and to debate solutions to emerging issues prior to seeking authority to proceed from the Corporate Management Team, Executive and others.

Membership

1) The advisory panel will consist of:

- The Chairperson
- The Leader of the City Council
- The Portfolio Holder for Reducing Inequality
- A representative from the Policy Team
- The Customer Services Manager
- The Legal Services Manager
- The Democratic Services Manager
- The Human Resources and Work Based Learning Manager
- The Corporate Management Team Equality Champion
- A minimum of two councillors

2) In addition to the two councillors, the panel would be happy to invite other members to attend and, while an advisory group, will still seek to appoint in accordance with political proportionality rules. Officers may send a deputy if they are unable to attend and other officers may be asked to attend for specific issues.

3) The panel may also call upon relevant representatives of organisations to assist on particular issues. All organisations so invited are seconded to debate and contribute to the issue of concern. Once such support has been provided the secondment will end, thereby relieving such organisations of the burden to attend every ongoing meeting.

Frequency of Meeting

1) The advisory panel will meet twice each year (unless determined otherwise by Council or the Equality and Diversity Advisory Panel) to make sure progress is maintained.

2) Additional meetings may be required and will be called at the discretion of the chair with at least five working days' notice to all members.

Secretarial Support

The Equality and Diversity Advisory Panel will benefit from secretarial support from Democratic Services.