

Role & Responsibilities

“Community voice & influence in policy, planning and services”

1. Role

Co-Chair of the Bradford District Assembly Equalities Forum

2. Shared Responsibilities

- Work with the Co-chair to produce meeting agendas
- Chair Forum meetings in an effective and professional manner
- Work with Forum members to agree forum priorities and develop an action plan
- Work with Forum members to ensure that members contribute to delivery of the objectives outlined in the action plan
- Arrange task groups for specific issues
- Play an active and positive role in increasing awareness of equalities issues and concerns across the Bradford District Assembly framework
- Represent and promote the Equalities Forum with outside agencies/ stakeholders
- Ensure that the aims and objectives defined in the terms of reference are duly considered
- Ensure there is a clear definition between the views of the forum those of individuals
- Represent the views and wider perspective of the sector as a whole
- Ensure that ALL equality strands are considered and represented
- Ensure that Forum meetings are conducted in a competent and orderly manner.
- Ensure that all members have an opportunity to express concerns, contribute to discussion and are well enough informed on matters requiring their vote
- Ensure that discussion, debate and decision making is democratic

3. Experience and skills required

- Wide range of knowledge of equalities issues, current policy and legislation
- Commitment to equal opportunities
- Acceptance of the following principles and values of partnership working:

Accountability – clearly defined responsibilities for all decisions and actions

Equality – place equality, diversity and inclusiveness at the core of what you do

Leadership – the sector’s representatives will need to think and act strategically

Openness – be as open as possible in all your dealings and relationships

Purpose – be clear about the local sector’s objectives and support them with a strong evidence base

Sustainability – ensuring the continuation of the collective voice

Values – identify and build on the values of the local sector

4. Shared Commitment

- Attend quarterly Equality Forum meetings
- Attend quarterly Assembly Steering Group meetings
- Attend quarterly Relationship Management Group meetings
- Attend Strategic Partnership Group (SPG) meetings
- Arrange forum representation at other strategic meetings as appropriate

The period of office is currently 3 years.

The forum reserve the right to request that you stand down if you are not carrying out the duties outlined above.