

Torpoint Diverse Advisory Panel - Terms of Reference

1. Background

The Town Council adopted its Equality, Diversity and Inclusion Policy at the Adjourned May 2022 Council meeting. In addition the Town Council agreed to: -

- i) Operate in accordance with the Best Practice Document;
- ii) Ensure all members of Torpoint Town Council to attend Equality and Diversity training;
- iii) Form a disabled working party to ensure inclusivity;
- iv) Undertake an access audit of all premises.

This Advisory Panel is being formed to ensure that the Town Council consider the impact of all decision making on the nine protected characteristics: -

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual orientation.

Equality and diversity is not about changing everything or making radical changes to everything that is already in place, it is about providing opportunities, not favouring any of the above nine protected characteristics.

The Town Council supports the Equality Act 2010, recognising its duty to all and aims to create a workforce that is diverse, promotes positivity and installs a can do attitude in everyone, no matter their background or characteristics.

2. Membership

The Advisory Panel will consist of the following members: **three** Torpoint Town Councillors, **one associate member**, two Cornwall Councillors, **Torpoint Library and Community Hub representative, Oakwood College representative, CHAT**, plus six additional disabled community representatives. The disabled community representatives will be asked to apply to join, stating the qualities they can bring to the Panel. Should more than six applicants apply from the disabled community, a scoring selection process will be undertaken to select the Panel members. Membership will be reviewed at the end of every civic year, with residents' given the opportunity to apply to join for the next civic year.

3. Quorum Requirements

A minimum of four members are required for the meeting to be quorate.

4. Chairmanship

The election of Chairman and Vice-Chairman will take place at the first meeting at the beginning of the Civic year.

5. Meetings

Meetings will be convened on a quarterly basis, in June, September, December and March. The notices of meetings should detail the matters to be discussed. Meetings will be held in Torpoint Library and Community Hub and this will be detailed on the agenda, at the discretion of the Chairman. The Secretary shall keep a record of meetings, and circulate notes to Advisory Panel members in a timely fashion.

6. Responsibilities

The Torpoint Diverse Advisory Panel will be responsible for the following: -

- To seek the views and opinions from the disabled community of Torpoint about accessibility concerns.
- To produce an action plan detailing a summary of steps to review and implement these concerns.
- To identify and engage with relevant key stakeholders within the town, surrounding community and other experts to support the Advisory Panel.
- To advise and recommend funding opportunities to support relevant improvements, for the benefit of the disabled community in Torpoint.
- To regularly communicate positive steps in equality, diversity and inclusion to the town, via the Town Council website, social media and newsletter.
- To report to the Development and Localism Committee (next meeting) with any recommendations to the Town Council.