



West Norfolk Diverse Community Forum

Wednesday 17th January 2007, 9.30am* to 11.30 am

Council Chamber Town Hall, Kings Lynn

***Coffee will be available from 9.00am**

A G E N D A

1. Introductions and Apologies for Absence

2. Minutes

To receive the minutes of the meeting held on 19th October 2006 (previously circulated).

3. Matters Arising

To consider any matters arising not covered elsewhere on the agenda.

4. Terms of Reference

To agree revised Terms of Reference and Membership for the WN Diverse Community Forum (attached)

5. West Norfolk Partnership – Ian Burbidge, Borough Council and Heather Farley, Vice-Chair of West Norfolk Partnership

To receive an update on the work of the West Norfolk Partnership Board.

6. Updates

- **Welcome Pack** – Daisy Line
- **County Migrant Workers Forum** - Louise Heinemann
- **The Real Deal and Clarkson Cup**- Daisy Line and Pat Kavanagh
- **New Migration Advisory Committee** - Louise Heinemann

7. Hate Crime Statistics – P Kavanagh

- 8. Food Fortnight – G Daniels**
- 9. WNP Forum – Workshops – Taking ideas forward – M Slater**
- 10. Equality Standards in Local Government Update – M Slater**
- 11. Any other Business**
- 12. Date of next Meeting**

Tuesday 13th March 2007 – 9.00am for 9.30am in the Council Chamber, Town Hall.

West Norfolk Diverse Community Forum

The West Norfolk Diverse Community forum is one of a small number of Priority groups formally recognised by the West Norfolk Partnership.

Aim

The Diverse Community Forum (DCF) aims to

- identify, understand and address the needs of, and tensions between, the diverse community of West Norfolk, and ensure that this information is used by the wider partnership and partners to inform service planning and delivery.
- share information to assist the diverse community of West Norfolk to receive coherent and consistent services by co-ordinating mainstream activity and initiatives in each agreed priority area.
- promote opportunities to create understanding and share good relations

Objectives

- develop a strategy & action plan
- implement an action plan to achieve the strategy
- develop and implement projects that deliver the objectives of the strategy
- review and co-ordinate the range of partnerships feeding into the DCF and ensure they align with the DCF's priorities
- make appropriate links with other partnerships and project groups
- co-ordinate and disseminate good practice
- co-ordinate use of resources, both within and between the thematic areas

Diverse Community Vision

To work towards an inclusive community for all people living and working in West Norfolk.

For the purpose of the work of the DCF, Diverse Community is defined as including:

- promotion of community cohesion
- celebrating & embracing the value of diversity
- fostering an environment which allows members of the diverse community to participate fully in society

A cohesive community is one where¹

- there is a common vision and sense of belonging for all members of the community
- the diversity of people's background, circumstances and experience are appreciated and valued
- regardless of background, all people have equitable life opportunities
- strong and positive relationships are being developed between people from diverse backgrounds in the workplace, in schools and within neighbourhoods

Operation

The DCF will achieve its vision by:

1. meeting as a minimum 4 times a year
2. establishing and managing time limited and specific projects both at the request of the DCF and where appropriate the West Norfolk Partnership Board
3. the DCF may invite external experts to inform the work of the Forum by presenting additional information or advice. The Steering Group will request advice as it sees appropriate to help the DCF deliver its work programme.
4. annually selecting a chair and vice-chair, a steering Group, and reviewing membership and terms of reference
5. being accountable for any resources and ensuring evaluation of activities commissioned by the group
6. regularly updating and advising management and funders as to local activities

Membership

The DCF will operate a flexible approach to membership. Membership will ensure that the right people are engaged at the right time to help the Forum achieve its objectives. The full Diverse Community Forum has a maximum of 30 members; a wider circulation list is maintained for those additional representatives who want to receive the forum's agenda's and minutes for information only.

Please refer to the Membership List at Annex 2.

Diverse Community Forum

The optimum size of the partnership is considered to be 30. Membership shall include as a minimum representatives from the agreed 'core' organisations of the West Norfolk Partnership (see full WNP Protocols). The West Norfolk Partnership Board may make recommendations to the forum, including any requests for membership.

To allow them to focus on the work of the forum the Chair may nominate an additional person to represent their own organisation.

¹ Based around LGA Guidance 2002

The Chair or nominated representative of the DCF will be a member of the West Norfolk Partnership Board.

Members are referred to Annex 1 on Roles and Responsibilities, adopted by the West Norfolk Partnership at its meeting in September 2004.

Management Group

The partnership will be guided and supported by a Management Group of no more than 5 members drawn annually from the forum (to include the chair).

The rationale for membership of this group is the ability to take a strategic overview of the work and direction of the Forum, and contribute their time and/or their sponsoring organisation's resources to the work of the forum.

Wider Circulation List

In order to keep overall membership of the Forum at a manageable level, the partnership maintains a wider circulation list of those who wish to receive the Partnership's agendas and minutes for information only.

In addition minutes and agendas will be made publicly available via the West Norfolk Partnership Web site www.wnp.org.uk

Task Based Sub-Groups

The partnership will encourage additional involvement through any task-based sub-groups established by the DCF to conduct specific pieces of work.

Support

The DCF will be clerked by the Borough Council's Democratic Services section and supported by a lead officer drawn from the most appropriate organisation. The DCF will be supported by an officer of the Borough Council.

Relationships

The work programme of the Diverse Community Forum will be submitted to the West Norfolk Partnership Board for sign-off and subsequent monitoring. This allows the Board to perform its role of co-ordination and ensuring the work programmes of the different partnerships are not conflicting.

West Norfolk Partnership - Board

The DCF will:

- recommend the strategy & action plan
- update the board on delivery of the strategy including any resource implications
- advise the board of any issues / blockages identified
- recommend the partnership sub-structure to the board for approval

West Norfolk Partnership – Management Group

The DCF will:

- inform the Management Group of any issues / blockages/problems
- work with the Management Group, where appropriate, to identify opportunities to jointly commission services
- recommend the strategy & action plan
- update the board on delivery of the strategy including any resource implications

West Norfolk Partnership - Project Groups

The DCF will:

- respond to requests for involvement in the work of any Project Group

County / Regional Links

In addition to the West Norfolk links outlined above the WND CF will ensure a two-way link at both County and regional levels as follows:

- membership of the DCF will include those drawn from organisations with a county and / or regional perspective (eg MENTER)
- through the West Norfolk Partnership the DCF will link with the County Strategic Partnership (CSP) and the Norfolk Community Cohesion strategy group (a sub-group of the CSP).
- the DCF will nominate, as appropriate, a representative(s) to act on its behalf on any additional county / regional group.

Communications

The DCF will operate under the Communications Strategy & Protocols of the West Norfolk Partnership (available separately).

Annex 1: Roles and Responsibilities

DCF members are expected to be formally nominated by their agency or organisation, or be an elected representative of their network. Members will have the following generic roles and responsibilities:

Have a Strategic View

- ability to take a strategic view of the issues facing West Norfolk and the national and local policy context
- consider the overall best interests of West Norfolk when taking into account the interests of their organisation or sector
- contribute in the development, implementation, monitoring and evaluation of policies and strategic plans.

Be a team member

- Use and share their skills, knowledge and personal experience to steer the work of the DCF

- Participate in the debates and decisions of the DCF and contribute to building and maintaining a constructive relationship between all partners.
- Seek to identify resources that can be utilised to achieve the aims of the DCF and its strategic plans.
- Work on a consensus basis and demonstrate collective responsibility which includes publicly supporting all DCF decisions.
- Demonstrate a commitment to regularly attend meetings and participate fully in the work programme and activities of the DCF. Substitutes are allowed, however the partnership operates a 'three strikes and you're out' non-attendance policy at the discretion of the executive group.

Training and Capacity Building

- Be committed to build capacity as individuals and part of a team, including attending DCF meetings, training / information sharing events, workshops etc.

Equalities

- Promote equality of opportunity in the work of the DCF and constructively challenge discriminatory practices, which may prevent participation in the work of the West Norfolk Partnership.

Communications

- Represent the DCF at public meetings, events, workshops, and conferences in accordance with the WNP communications protocol
- Represent their Sponsoring Body (Organisation, Partnership or Network)
- Be empowered by their nominating body to represent the interest of their organisation at meetings of the DCF and report back to their bodies on the outcome of Forum meetings
- Must be clear and transparent about the extent of their organisation to commit resources, and clear about the timetable and process to gain commitment
- Exert influence on behalf of the DCF within their own organisation in order to shape decisions, adjust priorities, commit resources and make changes to front line service delivery, as appropriate
- Remain accountable to the organisation / body they represent
- Should ensure that they are in touch with their organisation / network, collecting sufficient views in advance of issues arising to act as an authoritative voice for their organisation and reporting back to enable agreed actions to happen smoothly
- It is recognised that some members will be wearing different 'hats' and this is to be welcomed.

Annex 2: Membership

A2.1 Management Group

to oversee the development and management of partnership working in West Norfolk

1. ensure the Partnership Board's decisions are implemented
2. promote collaborative action to achieve shared priorities
3. foster a partnership-working culture
4. provide a new impetus for joined-up public service delivery

A2.2 Diverse Communities Partnership Membership

The optimum size of the partnership is considered to be 30 comprising one representative (unless stated) from:

- Adult Education
- Borough Council Housing
- Borough Council Community Development
- Borough Council Cabinet Member
- CAB
- College of West Anglia
- Connexions
- Director of Public Health
- Fenland DC
- Fire Service
- Hospital Trust
- IAG
- Julian Housing
- KLARS
- Legal Services Commission
- Library Service
- MENTER
- NNREC
- Norfolk and Fenland Muslims
- Norfolk Carers
- Norfolk Constabulary
- Norfolk Education Department
- Norfolk Probation Service
- Norfolk Social Services
- Portugese Speakers Association
- West Norfolk Chinese Association
- West Norfolk Islamic Association
- West Norfolk Primary Care Trust
- WN Council for Voluntary Services
- YMCA Norfolk

A2.3 Consultative List

It is the responsibility of the above named individuals to disseminate the partnership information within their own organisation. In addition, anyone who wishes to view minutes and agendas should can access these at www.wnp.org.uk