

Corporate Equalities and Safeguarding Group (CESG)

Terms of Reference

Responsibilities

The CESG works within the delegated authority of the Finance and Management Committee under that Committee's Constitutional Terms of Reference (FM 16).

The Equality Act 2010 places a duty on public bodies such as South Derbyshire District Council to ensure they consider the needs of individuals in their day-to-day work when developing policies, delivering services and in relation to their own employees.

The main focus of the CESG is to ensure the Council meets its duty under the Equality Act 2010 and to champion the authority's work relating to this.

Specifically, the CESG will:

- Monitor the Annual Equalities and Safeguarding Action Plan as approved by the Finance and Management Committee;
- Co-ordinate the Annual Equalities Report to satisfy the requirements of the Equality Act 2010;
- Review safeguarding incidents as reported by the Council's Safeguarding Officer;
- Advise, monitor and review Equality Impact Assessments in accordance with Council guidelines;
- Share information across the Council regarding equalities, fairness and safeguarding;
- Recommend and monitor equality and fairness, safeguarding and Modern Day Slavery training and propose other related learning or development initiatives across the Council;
- Consider and take action on any matters arising from other forums and external agencies regarding Equality and Safeguarding matters;
- Ensure that relevant legislative changes and new initiatives are implemented across the Council as required;
- Receive and consider information on the Council workforce and propose actions to address areas of under representation or inequality.

Membership

The CESG is chaired by the Strategic Director (Corporate Resources) who is the Safeguarding Officer for the Council.

Other members include:

- Appointed Elected Member Champions for Equalities and Safeguarding
- Nominated representatives from different services areas
- Trade Union representatives

- Representatives from the Community Safety Partnership

Representatives from other groups working on projects which deliver against the key aims of the Council's Corporate Plan, in particular:

- Protect and help support the most vulnerable, including those affected by financial challenges
- Promote inclusion

External representatives from community and other groups may also be invited as required.

Accountability

The Equality and Safeguarding Annual Report and the Corporate Equalities and Safeguarding Group Action Plan are reported to the Council's Finance and Management Committee annually.

Safeguarding concerns reported to the Safeguarding Officer are reported to safeguarding agencies such as the police and social care, as and when necessary.

The Annual Pay Policy Statement and Gender Pay Report will be reported to the Council.

Review

The Action Plan is updated at each of the group's quarterly meetings to review progress and relevance of work.

The Annual Report highlights what the Council has done to meet the Equality Duty during the previous year and looks at the progress it has made in relation to meeting its equality objectives.

Meetings

CESG meets on a quarterly basis. The agenda is linked to the Action Plan and any other initiatives/actions that may arise during the business of the meetings.

The Communications Team will co-ordinate the meetings, agendas, take and distribute notes and co-ordinate any annual or other reports required.

Confidential information shared at meetings is disposed of securely at the end of each meeting.

CESG adopts and publishes equality objectives that must be reviewed at least every four years. The next review is due in 2020.

The Terms of Reference are reviewed every two years. The next review is due in 2020.