

## **APPENDIX E**

### **TERMS OF REFERENCE FOR THE COMMUNITY ENGAGEMENT AND COHESION FORUM**

1. The purpose of the Community Engagement Forum is to:
  - a) To support the implementation of the Council's One Havering: Community Cohesion Strategy and related projects, and to win ownership of both by Havering's diverse community groups;
  - b) To facilitate constructive engagement with visible and 'hidden' community groups, to ascertain their views and experiences of Council services;
  - c) To facilitate constructive discourse and consultation regarding the development and implementation of Havering's Community Cohesion Strategy;
  - d) To undertake the planning of diversity-related events such as Day of the Disabled Person, International Women's Day, Holocaust Memorial Day, LGBT History Month, Black History Month, World AIDS Day, etc.;
  - e) To help welcome newer communities, encourage participation in civic life, and break down silos by encouraging interaction between different community groups;
  - f) To undertake an agreed programme of 'mystery shopping' to help ascertain the accessibility and suitability of Council services in respect of disability and other 'Protected' issues, with a view to helping services improve;
  - g) To discuss matters concerning 'Prevent' and how best to lessen the chance of terrorism or far-right activity in Havering;
  - h) To suggest content for publicity campaigns to promote Havering as an inclusive, diversity-friendly borough, and encourage active participation in civic life by all local people;
  - i) To facilitate consultation and feedback about different Council services;
  - j) To discuss matters of concern and wellbeing, such as hate crime and personal safety;
  - k) To invite and listen to guest speakers on Cohesion or Diversity theme.

## 2. Membership

Membership will be open to Havering residents, community and faith groups, and concerned individuals with knowledge of equality, diversity and community cohesion issues.

The core membership will include LBH Officers, Statutory Stakeholders and key sector CEO's or their representatives.

Membership will remain flexible and open throughout the year.

| <b>Member representation</b>                          | <b>Number</b> |
|---|---------------|
| LBH Corporate Diversity Officer - Chair               | 1             |
| Tapestry  | 1             |
| Met Police  | 1             |
| Havering Volunteer Centre                             | 1             |
| Havering LGBTQ Forum                                  | 1             |
| Disability Forum                                      | 1             |
| Havering BME Forum                                    | 1             |
| Havering Faith Forum                                  | 1             |
| <b>To attend in advisory capacity/supporting role</b> | <b>Number</b> |
| LBH Communications                                    | 1             |
| LBH Community Development Officer                     | 1             |
| LBH Community Safety & Development Manager            | 1             |
|   |               |

## 3. Admin support

London Borough of Havering to provide the secretariat role

## 4. Accountability

The forum will be accountable to senior management in Policy and Community Development (Diane Egan and Jerry Haley).

## 5. Meetings

Neither the Forum nor its members will be subject to legal obligations or consequences. All such responsibilities lie with the Council.

The Forum will meet for a minimum of four times a year. An agenda will be issued in advance.

Any member who has not attended 3 consecutive meetings without apology and/or valid reason, may be deemed to no longer be on the forum group

The thematic sub-groups may wish to meet more frequently and outside the steering committee.

The forum will convene annual meetings every twelve months (January) to discuss progress made as well as challenges and outstanding targets.

## 6. Review

These terms of reference will be subject to review once every twelve months, at the annual meeting to be held in January.

## 7. Code of Conduct for Members

- Members must declare conflict of interest where appropriate
- Not to accept gifts or hospitality that may be seen to influence or intended to influence opinion or judgement
- Take decisions solely in the terms of interest of the Forum
- Members must not use their position to gain financial, material, political or other personal benefit for yourself, family or friends
- Members must respect fellow members and treat them with courtesy, respect and in a non-discriminatory manner at all times
- Members must ensure that confidential material, including details about Individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes
- Any conduct considered to be offensive or discriminatory will result in the member concerned be asked to leave the Forum