

# **Committee: Joint Consultative Committee with Ethnic Minority Organisations**

**Date: 28 March 2011**

Agenda item: 9

Wards: All

## **Subject: Review of the Joint Consultative Committee's Constitution**

Lead officer: Kate Martyn, Head of Policy, Partnerships and Communities

Lead Partner:

Lead member: Councillor Edith Macauley, Cabinet Member for Community Safety, Engagement and Equalities

Forward Plan reference number: N/A

Contact officer: Evereth Willis([evereth.willis@merton.gov.uk](mailto:evereth.willis@merton.gov.uk))

---

### **Recommendations:**

#### **That the Joint Consultative Committee with Ethnic Minority Organisations:**

- A. Approves the revised Constitution (Appendix 1).
- 

## **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 To update the Joint Consultative Committee (JCC) with Ethnic Minority Organisations on the revised Constitution.

## **2 DETAILS**

- 2.1 The attendance levels of recent JCC meetings have been relatively low and it is apparent that many organisations that are currently on the mailing list are not attending the meetings. There is therefore a need to refresh the membership of the JCC and encourage more organisations to join the committee.
- 2.2 Officers have tried different methods to encourage wider participation in the JCC. Actions have included writing to and telephoning organisations on the mailing list in order to obtain up to date contact details and provide information about future meetings.
- 2.3 Additionally, it has been identified that the existing constitution may be a barrier to increasing the committee's membership. Currently the constitution requires groups to formally apply to the JCC and supply supporting documentation, such as a copy of an Annual Report. In some cases this has proved to be off putting for small groups and has discouraged them from applying for membership.

- 2.4 Consequently, the constitution has been revised to make the application process simpler. The Terms of Reference has also been revised bringing it up to date and fit for purpose.

### **3 ALTERNATIVE OPTIONS**

- 3.1 Not Applicable

### **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. Not applicable

### **5 TIMETABLE**

- 5.1 Not applicable

### **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1 Not applicable

### **7 LEGAL AND STATUTORY IMPLICATIONS**

- 7.1. None

### **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. The JCC provides Black, Asian and Minority Ethnic organisations in the borough with an opportunity to contribute to policy development and shaping service delivery. Encouraging and supporting wider membership will improve representation and community engagement in the borough.

### **9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. None

### **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. None

### **11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- 11.1 Appendix 1 – Draft amended constitution

### **12 BACKGROUND PAPERS**

None

### **13 CONTACTS**

#### **• REPORT AUTHOR**

- Name: Evereth Willis

- E-mail: [evereth.willis@merton.gov.uk](mailto:evereth.willis@merton.gov.uk)

## LONDON BOROUGH OF MERTON

### JOINT CONSULTATIVE COMMITTEE WITH ETHNIC MINORITY ORGANISATIONS

#### CONSTITUTION

#### 1 MEMBERSHIP

- 1.1 The Joint Consultative Committee will comprise five members of the Council and one representative of each of Merton's ethnic minority organisations which meet the criteria for membership.
- 1.2 Each member of the JCC will be entitled to nominate a substitute representative provided that notice is given to the Chief Executive in advance of the meeting.

#### 2 CHAIR/VICE CHAIR OF THE JOINT CONSULTATIVE COMMITTEE

- 2.1 The Chair of the JCC shall be appointed by Council.
- 2.2 A Vice Chair shall be elected annually from the representatives of the Committee from the ethnic minority organisations.

#### 3 ATTENDANCE OF OTHER BODIES

- 3.1 Representatives from the Police, Citizens Advice Bureau and Merton Voluntary Services Council will be entitled to attend the JCC and participate as non-voting members.
- 3.2 Appropriate umbrella groups will have full voting rights.
- 3.3 Representatives of the local health authority and the Benefits Agency will be invited to attend the JCC in an advisory capacity.
- 3.4 In addition, the JCC may ask representatives from any other groups or organisations within the borough to attend, when it is considered that their attendance would be helpful.

#### 4 TERMS OF REFERENCE

- 4.1 The terms of reference of the JCC shall be as follows:

- a) To advise and make recommendations upon strategic policy issues relating to:
  - (i) Issues of local concern to the ethnic minority communities
  - (ii) Provision of Council services and resources, with reference to the needs of local ethnic minority communities
  - (iii) The elimination of discriminatory practices and racial prejudice in the delivery of Council services
  - (iv) The promotion of equal opportunities and good relations between different groups
  - (v) Applications for financial grant from Merton Council, Central Government, EC and other external funding organisations in aid of projects affecting local ethnic minority people.
- b) To contribute to and monitor the Council's Equality and Diversity Statement and Policy and the equality commitments of the Corporate Equality Scheme.

5 AGENDA

- 5.1 The Chief Executive will prepare the agenda for meetings of the JCC which will be circulated in accordance with the Local Government (Access to Information) Act 1985.
- 5.2 Items which fall within the terms of reference of the JCC will be included at the request of any member, provided that these are supported by some written detail including the background and intent of the item.
- 5.3 Items submitted by members must be received by the Chief Executive's department in accordance with the above criteria, no less than 10 days before the meeting.

6 CONDUCT OF MEETINGS

- 6.1 The business of the JCC shall be conducted in open session. Meetings will be conducted on an informal basis to promote the free exchange of views. Should any question of procedure arise which is not otherwise referred to herewith, the Council's standing orders will apply insofar as they are relevant.
- 6.2 The Chief Executive will provide administrative support and policy advice to the JCC

7 VENUE AND FREQUENCY OF MEETINGS

- 7.1 Meetings will normally be held four times in each municipal year, commencing at 7.15 pm at Merton Civic Centre, or any venue requested by the JCC.

8 CRITERIA FOR MEMBERSHIP OF THE JCC

- 8.1 The JCC Constitution provides for each minority ethnic organisation in the borough to be eligible for membership (see paragraph 1). However, as with any other committee, the membership could not be open to an unlimited number of groups. Hence, the terms of the constitution are interpreted in such a way that reasonable criteria can be applied for consideration of further applications.
- 8.2 The JCC will apply the following conditions for this purpose:
- (a) The aims and objectives of the organisation should relate to an identified community group in the borough.
  - (b) The membership must reflect a significant representation of the relevant community.
  - (c) The organisation must be operating effectively in the borough.
  - (d) The organisation must be able to contribute to and further the aims of the JCC.
  - (e) A report recommending that the organisation join the JCC will be brought to the committee for their agreement.