

Merton Council

Joint Consultative Committee with Ethnic Minority Organisations Agenda

Membership

Councillors: Edith Macauley MBE (Chair), Eloise Bailey, Omar Bush, Joan Henry
Marsie Skeete

Substitute Members: Adam Bush, Simon McGrath

Ethnic Minority Organisations

African Educational Cultural & Health Organisation (AECHO)

Deputy

Ahmadiyya Muslim Association

Asian Diabetic Support & Awareness Group

Asian Elderly Group of Merton

Asian Youth Association

BAME Voice

Bangladeshi Association of Merton

Deputy

Bengali Association of Merton

Deputy

Bengali Women's Association of Merton

British Muslim Association of Merton

Ethnic Minority Centre

Euro Bangla Federation

Deputy

London South West Chinese Community Association

Merton African Organisation

Merton Somali Community

Deputy

Merton and Lambeth Citizen's Advice Bureau

Pakistan Cultural Association of Merton & Wandsworth

Pakistan Welfare Association

Deputy

Positive Network

South London Somali Community Association

South London Tamil Welfare Group

Victim Support Merton and Sutton

Wimbledon Mosque

Revd Mrs H Neale

Mr .H.Nawaz

Mrs N. Shah

Mr M S Sheikh

Revd Mrs H Neale

Mr. N. Islam

Mr J Choudhury

Mr Rahman

Mrs M Ahmed

Mr B. Afridi

Mrs Sabitri Ray

Dr Haque

Mr Q Anwar

Ms L Saltoon

Mr C J Lusack

Mr A. Ali

Ms C Batallones

Ms H James

Mr M A Shah

Mr S U Sheikh

Mr Rizvi

Ms G Salmon

Mr A Musse

Dr PArumugaraasah

Mr A Morgan-Thorne

Mr Din

Date: Wednesday 27 March 2019

Time: 7.15 pm

Venue: Council chamber - Merton Civic Centre, London Road, Morden SM4 5DX

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda please contact diversity@merton.gov.uk or telephone [020 8545 4637](tel:02085454637). All Press contacts: communications@merton.gov.uk, 020 8545 3181

Joint Consultative Committee with Ethnic Minority Organisations Agenda

27 March 2019

- | | | |
|---|--|---------|
| 1 | Declarations of Interest | |
| 2 | Apologies for Absence | |
| 3 | Minutes of previous meeting | 1 - 6 |
| 4 | Art Thou Spirit (ATS) Film and Performance Management programme- Sabrina and Justin Poole, 3re Souls Production | 7 - 16 |
| 5 | Early Intervention project/ Responsive and Community Engagement Team (ReCET)) - Keith Shipman, Education Inclusion Manager | |
| 6 | JCC Membership - Evereth Willis, Equality and Community Cohesion Officer | 17 - 24 |
| 7 | Any Other Business | |

Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

Agenda Item 3

JOINT CONSULTATIVE COMMITTEE WITH ETHNIC MINORITY ORGANISATIONS 5 DECEMBER 2018

PRESENT Councillors Councillor Edith Macauley (in the Chair),
Councillor Eloise Bailey, Councillor Joan Henry and
Councillor Marsie Skeete

Councillor Anderson, Councillor Akyigyina, Councillor A Bush,
Mr Islam, Mr Sheikh, Mr Din, Ms Poole, Mr Poole, Inspector
Whitehead, Mr Samuels, Mr Fagan, Mr Musse

1 DECLARATION OF INTEREST (Agenda Item 1)

None.

2 APOLOGIES FOR ABSENCE (Agenda Item 2)

Apologies were received from Mr Rizvi, Mr Hall, Dr Arumugaraasah,
Mr Sivapragasam, Councillor Omar Bush

3 MINUTES OF PREVIOUS MEETING (Agenda Item 3)

The minutes were agreed.

4 YOUTH 24 PROJECT - JASON FAGAN, DIRECTOR (Agenda Item 4)

Jason Fagan and Carl Samuels gave an overview of the Youth 24 (Y24) project. The aim of the project is working with Children and Young People (CYP) aged 10 - 25.

The core service incorporates a personalised 24-step programme of continuous support, which includes an on-going phase of assessment, monitoring, target setting and review over a period of 4, 6 and 9 months throughout the. The programmes are based on working with the young person on a 1:1 basis.

Y24 has a dedicated team of professionals with over 70 years combined experience of working with young people. Their expertise comprises of mentoring, youth work, formal education and teaching, employability, sports coaching and project management.

The project offers mentoring and gets young people involved in activities and offers employment opportunities.

Y24 works with private business and supports participants with interview training, CV writing, know your rights and civil responsibilities.

Carl Samuels has experience of working in Special Needs schools and Pupil Referral Units. The team want to work with young people who do not want to engage with statutory services.

Jason Fagan is a Graphic Designer and will work with employers to give young people work experience and ultimately a job.

The project wants to initially identify the need in the borough and map it out.

Questions/Comments

Hannah Neale asked if the project focuses on children living with their families or is it just those not living at home. Carl Samuels replied that the focus is to work with young people who have been statemented, Looked After Children and those coming out of Youth Offending.

Hannah Neale asked how the project would support those who are experiencing problems outside their homes. Carl Samuels replied that he has a lot of experience supporting vulnerable young people and he aims to recruit people with empathy.

Cllr Macauley asked if Carl Samuels is in touch with Jason Young the council's Gang Worker. Mr Samuels replied that he has worked with Jason Young in the past and has worked with schools to give support for excluded children.

Rachael Wardell informed Mr Samuels and Mr Fagan that she is happy to speak to Y24 to see what is necessary. She does not want to see duplication.

Cllr Henry thanked Mr Samuels and Mr Fagan for the work they do.

Cllr Akyigyina stated that it is good to hear that the project can work alongside Merton and asked for the JCC to be kept informed of their work.

Cllr Anderson asked how the project is funded. Carl Samuels replied that the project has a range of funding including Awards for All and fundraising is undertaken too.

5 CRIME UPDATE - INSPECTOR ROBERT WHITEHEAD (Agenda Item 5)

Inspector (Insp) Robert Whitehead presented an update on local policing. He informed the meeting that crime across London is rising slower and Merton is the 4th safest borough. He gave an overview of the new structure – the Basic Command Unit (BCU) includes; Wandsworth, Kingston, Richmond and Merton. The BCU contains specialist roles e.g. Safeguarding, CID, Mental Health, Children's Response, Neighbourhoods and Head Quarter.

Questions/Comments

Cllr Macauley asked about the robbery that took place in Wimbledon on 3 December. Insp Whitehead replied that one person was shot and the investigation is being dealt with by the Flying Squad. The robber has been charged with an offence.

Cllr Henry informed Insp Whitehead that the Police knocked her door following an anonymous call being made about an incident. Insp Whitehead replied that normally the Police would go to the incident –the Police have to be careful and won't go to the door if told not to.

Mr Din asked if the new BCU structure has affected Policing. Insp Whitehead replied that the budget cuts have affected the Police because there are less resources. There has been a 3% decrease in performance for 999 calls but the Police are doing a good job in difficult circumstances. Mr Din commented that the community does not think the Police are doing a good job.

Mr Sheikh asked why following the incident a large part of Wimbledon was shut off for two days? Insp Whitehead replied that it was unfortunate but necessary for forensics. The crime scene was reduced as quickly as possible especially as it was extensive and impacted on the community.

Cllr Anderson commented that less Police are visible in the wards and asked if Merton resources will be used in Wandsworth? Insp Whitehead replied that there are still 2 PCs and 2 PCSOs of each ward, those numbers have not changed.

Cllr Anderson asked when Mitcham Town Centre will get PCs. Insp Whitehead replied that there are no extra resources for Town Centre Police.

Cllr Henry asked what's happening to Special Constables. Insp Whitehead replied that the use of Special Constables has been reviewed to ensure that enough hours were being done. He confirmed that Special Constables are still being used and predominantly in Wimbledon and Mitcham Town Centres and for large events.

Cllr Bailey asked where the specialist services are based. The Safeguarding and the Missing Persons Team are based in the BCU, CCID is across the four areas. The PCs and PCSOs are ward based.

Cllr Macauley asked why there has been an 11% increase in burglaries. Insp Whitehead clarified that the increase has been due to shed burglaries. He said that everyone should be aware of how they dispose of boxes.

Insp Whitehead demonstrated the Spit Hood that the Police have been using across London. The Spit Hood is to be put on in custody. Insp Whitehead is consulting about the use of them and invited comments from the community. The Spit Hood is for the health and safety of the Police.

Will it be used on children? Insp Whitehead said there is no minimum age for its use.

Insp Whitehead stated that the PCs have to justify its use in each case.

Cllr Akingyna asked what if the person is claustrophobic – it can do more damage to people.

Rachael Wardell stated that health and safety testing is needed for under 18 year olds and asked for this consideration to be part of the consultation.

Will the Spit Hood be used for abusive behaviour? Insp Whitehead replied that it will be used when a suspect is spitting at officers.

Does it consider children with invisible disabilities or complex needs and how are vulnerable children identified? Insp Whitehead informed the meeting that all impacts have been looked at, however, decisions made are based on what is in front of the officers at the point of arrest.

Mr Sheikh commented that the statistics presented show that all crimes have increased. Insp Whitehead gave assurances that the Police try to investigate all cases and focus on the needs of victims and look for trends.

6 RECRUITING BLACK ASIAN MINORITY ETHNIC STAFF INTO SENIOR OFFICER ROLES - RACHAEL WARDELL, DIRECTOR CHILDREN SCHOOLS AND FAMILIES (LBM) AND KIM BROWN, HEAD OF ORGANISATIONAL DEVELOPMENT & HR STRATEGY (LBM) (Agenda Item 6)

Following a request from members of the JCC asking for a breakdown of the BAME profile of the Council's senior managers. Rachael Wardell, (Director of Children Schools and Families) and Kim Brown (Head of Organisational Development & HR Strategy) gave a presentation outlining the data relating to the BAME background of Merton's senior managers and details of proposed actions to redress the issues identified.

The data shows that the borough's leadership is less diverse. At the recruitment and selection stage a proportionate number of BAME applicants are shortlisted but there is a reduction in the number recruited. Small practical steps can be taken to address this starting with monitoring ethnicity.

Questions/Comments

Cllr Akyigyina commented that the statistics do not look good. She asked what is the council trying to achieve. Also more BAME Head teachers are needed. Rachael Wardell replied that the statistics are only for council staff and do not include schools data.

Kim Brown informed the meeting that data does not show a consistent theme and outlined the actions that the council intends to take to including the following:

1. Having up-to-date data on staff - a reminder will be circulated to all staff to update their equalities information, including their ethnicity, through HR self-service software.

2. Sample checks will be introduced to ensure all shortlisting and interview panel members have up-to-date recruitment and selection training. This check will be undertaken in all cases for appointments at MGC and above.
3. The Workforce Strategy includes actions to run a diversity and cultural awareness programme including training, with the aim to achieve a more cohesive workforce able to serve our communities better. A training programme is being developed by Human Resources, in addition to actions being developed at departmental level.

Rachael Wardell clarified that Cultural Competency is internal bias that affects recruiting decisions. Culturally competent organisations do work to recognise internal bias.

The JCC members expressed frustrations and concern about the lack of BAME senior managers and urged the officers to work to change the behaviour in the council and address the imbalance.

Rachael Wardell informed the meeting that cultural competency training is being delivered in CSF and undertook to share information about the programme with the JCC.

Hannah Neale commented that some BAME staff get recruited but may leave due to the prejudice experienced. She added that individual's prejudice need to be tackled too as this affects people.

Rachael Wardell agreed and informed the meeting that cultural competency will highlight those type of issues.

For the recruitment of senior posts Cllr Macauley welcomed the introduction of withholding the names of applicants until the long listing is completed.

Kim Brown informed the meeting that HR is now scrutinising the appointments of management grades and above. The change at senior levels has been less and there is a need to develop staff so they can grow into senior roles. She added that HR speaks to recruiters to encourage them to try to get BAME senior applicants for vacant roles. Ms Brown stressed that it is important to create opportunities.

Cllr Macauley asked why if a BME officer is acting up into a role they are not permanently considered for the role? Kim Brown responded that acting up and secondment roles are advertised externally because HR has to ensure that the process is transparent. She added that the council needs stakeholders on panels to challenge the panel and add to the panel's diversity.

Mr Din commented in his opinion institutional racism and indirect discrimination is still apparent. He added that young people are still subject to discrimination and the system has regressed.

Cllr Akyigyina also raised concern about institutional racism and stressed that something needs to be done.

Mr Musse stated that he is not aware of the council employing staff from a Somali background and asked how many the council employees. He also expressed concern that the Somali community have qualifications and should be given a fair chance.

Kim Brown responded stating that the council does not collect nationality data, the monitoring is based on the census categories. Therefore she did not know the exact number of Somali employees, we do have some but she couldn't comment on the precise number.

The report's recommendations were agreed.

7 ANY OTHER BUSINESS (Agenda Item 7)

Cllr Henry thanked Carl Samuels and Jason Fagan for their efforts to support young people in the borough.

Art
Thou
Spirit



**Film & Performance
Media Programme**

ATS Film & Performance, Media Programme

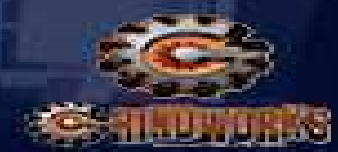
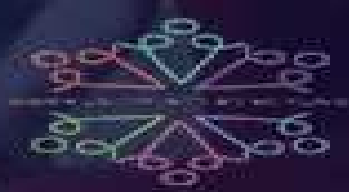
Pollards Hill
Youth Media Forum

Wednesday 3.45pm - 5.30pm
Thursday 3.45pm - 7.30pm

Pollards Hill Youth Centre, CR4 1LT

BRING FUN BACK TO THE ARTS BY:

- Making & Creating Films
- Music Video Making
- Performance for Camera
- Documentary Making
- Advertising, Branding & Marketing
- Be apart of the 2400 Youth Media
- Chance to go to the USA



INTRODUCTION:

Our Art Thou Spirit (A.T.S) Film and Performance, Media Programme is designed to simplify the essence of film making and/or Acting for the camera.

We introduce the participants to a variety of techniques, skills and attributes needed to establish their own films and/or act for the camera together with exploring different aspects of media journalism.

With the knowledge gained from this programme, these young visionary minds will be able to plan, create and distribute their original films.

AIMS & OBJECTIVES:

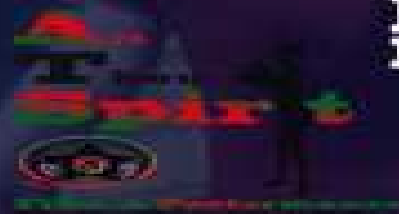
A.T.S Film and Performance, Media Programme aims to invite opportunity to our youths, by educating and familiarising them with the tools needed to develop as successful members of the film, Performance and Media industry.

In this programme youths will gain:

- **Camera Operation skills**
- **Illustration/ Graphic and Editing skills**
- **Project Management skills**
- **The ability to brand own product**
- **Distribution and Advertising skills**
- **Proficiency in making Film, Documentary or Music videos**
- **Camera Performance Training**

In addition to this, through selection, the youths that join our programme are given the chance to collaborate with the 2400 Youth Media exchange with Grindworks Media Broadcasting in the USA. In addition to this the partakers will also have their Films/ Documentaries screened with Kush Films Boutique here in the UK.

Pollards Hill Youth Centre, CR4 1LT
Email: 3re.souls.pro@gmail.com



Pollards Hill Youth Centre Youth's Building their Brand & Platform

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Your Life Your Time Youth Media

- YLYT – Is a Youth media Platform, where the young people from Pollards Hill Youth Centre, Express their feeling on a wide of different topics and/or problems they face within the community.
- YLYT - First visual Project is a documentary titled, 'Problems We're Facing', Main topic is around Gun & Knife Crime.
- Documentary consists of; interviews with local Councillors, members of the youth club, both Staff & Students and Paul Mckenzie (Public Figure, focuses on the eradication of Knives amongst Youths)
- Once the documentary is completed we go into distribution.
- ATS Programme has embedded Literacy & Numeracy, Creative Writing, project management, sales and distribution and Social inclusion.



Associates

- Friends of Pollards Hill
- PHCC – Pollards Hill Community Committee
- Pollards Hill Youth Centre
- Councillor Joan Henry
- Film Merton
- Grindworks Media Broadcasting
- Amazon Fire TV

Film Event June 2019

- From the 15th of June the YLYT documentary tour will begin, in association with Film Merton.
- 'Problems We're Facing, will be screened at the Polka Theatre Wimbledon, along with other young performers.
- Q&A's along with live discussion around how we can tackle Gun & Knife Crime in our borough.

What Happens Next???

- Aim to take 3 Young people on our youth exchange to USA for 4 days, during a term holiday.
- Create Fund raising events to raise the money.
- Sponsors
- Donations
- Community Funding

Future Aims

- To have the ATS Programme available to the wider Merton
- To have a ATS Employability Programme for Adults
- ATS Mentorship Programme to assist Disadvantage and Disengaged youths in Merton.

Future Aims Continued

- To have a premises, which will be a Film Studio/media base, having apprenticeships available for young people age 16 – 25.
- Having the ATS Programme as a National recognized qualification, which will be portfolio based.
- Having ATS Programme available to the rest of Wider London

Committee: Joint Consultative Committee (JCC) with Ethnic Minorities

Date: 27 March 2019

Wards:

Subject: Membership of the JCC

Lead officer: John Dimmer, Head of Policy, Strategy and Partnerships

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

Contact officer: Evereth Willis, Equality and Community Cohesion Officer

Recommendations:

-
1. That Members of the JCC note and comment on the contents of the report.
 2. That Members of the JCC approve the Polish Family Association becoming a member of the JCC
-

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To discuss the membership of the JCC and approve the Polish Family Association to become a member organisation.

2 DETAILS

- 2.1. The JCC is a constituted council committee that provides a platform for Ethnic Minority organisations to make recommendations on strategic policy issues relating to their respective communities (see appendix 1).
- 2.2. The JCC meets quarterly and is currently chaired by Councillor Edith Macauley MBE. In recent years there has been a steady decline in the number of member organisations attending the meeting.
- 2.3. Concern has been expressed by community representatives and councillors in attendance at the meetings that efforts need to be made to increase the attendance levels of member organisations.
- 2.4. In November 2018 Councillor Macauley wrote to member organisations urging the representatives to attend meetings more regularly or send a deputy (see appendix 2). Additionally some of the councillors on the committee have actively been encouraging community representatives to attend the meeting.
- 2.5. Evereth Willis has also added organisations to the email distribution list and has tried to encourage community representatives who she comes across in her day-to-day work to attend the meeting.
- 2.6. The Polish Family Association has worked in the borough for many years and in the past a representative of the organisation attended the JCC

meetings. However, the association is not officially a member of the JCC but would like to be included in the membership.

- 2.7. The Polish Family Association works in partnership with the council and other voluntary organisations to support members of the Polish and Eastern European communities. In recognition of the vital work the organisation does to support minority communities in the borough it is recommended that the JCC approves the membership of the Polish Family Association.
- 2.8. Consideration should also be given as to the approach to adopt to recruit more member organisations.

3 ALTERNATIVE OPTIONS

The committee could continue as it is without approving new organisations to its membership, but this may result in the attendance levels continuing to decline.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. None proposed other than the discussion at the JCC meeting.

5 TIMETABLE

- 5.1. None.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. The management of the JCC meeting is undertaken within existing resources.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. On 6 April 2011 the Equality Act 2010 introduced the Public Sector Equality Duty (PSED) which requires the Local Authority, when exercising its functions, to have due regard to the need to eliminate discrimination, harassment and victimisation and to advance equality of opportunity and foster good relations between persons who share a “protected characteristic” and those who do not. “Protected characteristics” are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.2. Adding the Polish Family Association to the JCC membership contributes to the council delivering the Equality Duty.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. Adding the Polish Family Association to the JCC membership will ensure that the communities the organisation serves will have an input into strategic issues that affect them.

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

- Appendix 1 - Constitution
- Appendix 1 – Letter sent to member organisations
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12 BACKGROUND PAPERS

- 12.1. None

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COUNCILLOR EDITH MACAULEY MBE JP
Cabinet Member for Community Safety, Engagement and Equalities
(Labour, Lavender Fields Ward)

(RecipientName)
(Address1)
(Address2)
(Address3)
(Postcode)

London Borough of Merton
Merton Civic Centre
London Road
Morden SM4 5DX

Tel:
Tel:
Mob:
Email:

Date: 29 November 2018

Dear

I am writing to you because, in recent months, attendance at the Joint Consultative Committee with Ethnic Minority Organisations (JCC) has been consistently low. This is something we are hoping to improve upon in the final part of 2018 and into 2019.

The JCC exists for the benefit of ethnic minorities in Merton. We want to ensure you have the opportunity to raise issues of concern that affect your communities, comment on service change, and ensure the opinions and requirements of ethnic minorities are heard and understood by the council. This can only happen effectively if the committee meetings are attended in good numbers.

The future, both in the short and long-term, will see a number of changes affect the London Borough of Merton; Brexit, major regeneration, and changes to the way public services are funded are certain to have a large impact on the borough and its residents. For this reason, it is of paramount importance that the council ensures BAME communities have a voice which can be heard by those in the council and other public agencies; the JCC is the platform which allows for this.

If there is anything we can do to make the meetings more accessible and relevant to you, please let us know and we will accommodate where possible. The next meeting is on the 5th of December 2018 at 7:15pm. One of the items will be the new policing arrangements; local officers will be present to take questions and listen to concerns. It would be great to see as many of you there as possible. If you are unable to attend please try to send a deputy.

Please let Evereth Willis know who the main contact for your organisation should be. Additionally if there are other organisations that you think should also be invited to JCC meetings please let Evereth know. Her contact details are as follows: Evereth.willis@merton.gov.uk or 020 8545 4637.

Yours sincerely

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature appears to read 'Edith Macauley'.

Councillor Edith Macauley MBE JP
Community Safety, Engagement and Equalities

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. Councillors and council officers are also expected to attend when requested to update the JCC on issues of interest or concern to its members, 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 Equality Strategy.

c) To monitor the delivery of the Black Asian and Minority Ethnic Strategic Plan

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 Corporate Services 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 able to contribute to and further the aims of the JCC.
 - (d) A report recommending that the organisation join the JCC will be brought to the committee for their agreement.