



Bradford District Assembly
the voluntary and
community sector together

Forum Representative Role & Responsibilities

*“Community voice and influence in policy,
planning and services”*

Role Title

Equalities Forum Representative on the Bradford District Assembly Steering Group.

Role and Purpose

Represent the views of the Equalities Forum in an inclusive way on the Bradford Assembly Steering Group.

Support and contribute to the development of the Bradford Assembly.

Criteria

- Member of the Equalities Forum
- Acceptance of the Nolan principles and values of partnership working and representation:
 - Accountability** – clearly defined responsibilities for all decisions and actions
 - Equality** – place equality, diversity and inclusiveness at the core of what you do
 - Leadership** – the sector’s representatives will need to think and act strategically
 - Openness** – be as open as possible in all your dealings and relationships
 - Purpose** – be clear about the local sector’s objectives and support them with a strong evidence base
 - Sustainability** – ensuring the continuation of the collective voice
 - Values** – identify and build on the values of the local sector
- Live or work in the Bradford District

Responsibilities

Read the relevant papers ahead of the meeting.

Attend Assembly Steering Group meetings and provide a written summary of discussions and actions required.

Attend Equalities Forum meetings and provide verbal feedback to members.

Consult and obtain the views of the forum and reflect or communicate these at Assembly Steering Group meetings.

Forum Representatives are required to represent the views of the sector at large and/or the forum or network from which they are elected.

Skills

Knowledge of issues and policy relating to:

Equalities; legislation, issues

The third sector

Local Strategic Partnerships

The ability to work as a member of a group and read and understand reports, minutes and strategy documents effectively.

The ability to speak confidently at a range of meetings, raise issues as appropriate and contribute to debate and discussion.

Accountability

Representatives are accountable to the Equalities Forum.

Meetings

Equalities Forum - currently bi-monthly.

Assembly Steering Group – bi-monthly, sometimes every 6 weeks.