

**TERMS OF REFERENCE**  
**REVISED JUNE 2017**

**D2N2 SOCIAL INCLUSION & EQUALITIES ADVISORY GROUP (SIEAG)**

The SIEAG is a strategic and advisory body to the D2N2 ESIF Programme Board and the D2N2 Board. The group provides a mechanism for relationships between D2N2 and the Voluntary, Community and Social Enterprise sectors (VCSE) and provides strategic advice and guidance on issues of social and economic inclusion, equalities and the development of inclusive and sustainable growth strategies for the D2N2 area.

**The SIEAG will:**

- Research and evidence inclusion and equality issues and priorities across the D2N2 LEP area.
- Produce, maintain, develop and monitor the implementation of a D2N2 Social Inclusion Framework.
- Provide strategic advice and guidance to D2N2 on performance management of the delivery of ESIF Thematic Object 9; *Promoting Social Inclusion & Combating Poverty*. This task to include the provision of specific guidance in relation to:
  - the Big Lottery Fund *Building Better Opportunities* ESF opt-in,
  - development of a D2N2 Community Programme
  - coordination of TO9 with other skills, employability and inclusion programmes across the D2N2 area and,
  - the use of social inclusion, social value and social sustainability indicators.
- Provide an accountable conduit for the nomination or election of individuals representing VCSE interests and Equalities interests on the D2N2 Board and sub-committees.
- Provide regular communication, through a variety of means, into and out of the wider VCSE network.
- Support VCSE partners and stakeholders with a mechanism to engage proactively with D2N2 LEP.
- Ensure the input of VCSE interests and perspectives across all D2N2 activities.
- Foster better and more adequate delivery, commissioning and procurement mechanisms to enable a more inclusive and value-added approach to economic growth across the D2N2 LEP.
- Establish broad policies and objectives relevant to the equalities and inclusion agendas linked to the vision of D2N2 LEP to create 55,000 new jobs up to 2023 and driving economic prosperity.

### **Membership:**

The SIEAG will be chaired by the LEP Board Member responsible for Voluntary & Community Sector engagement, and will also include the D2N2 Board member(s) with responsibility for Equalities. Membership will endeavour to represent broad interests and representation across a wider range of specialisms; including but not restricted to:

- VCSE support services / infrastructure
- Rural communities
- Young people;
- Advice services;
- Equalities (ensuring input across each protected characteristic);
- Social housing / homelessness;
- Skills;
- Community support and regeneration;
- Prevention and early intervention services;
- Employability support;
- Environmental groups;
- VCS grant giving and investment;
- Local authority 'communities and regeneration' leads (advisory only).

Membership must ensure a balance of representation across Derby, Derbyshire, Nottingham and Nottinghamshire. Membership will not fall below 10 members or exceed 20. Membership will be reviewed annually. Membership will not be limited in time but members hold a collective responsibility to ensure balance of interests and geography.

### **Meetings:**

The SIEAG will meet at least four times a year, with additional meetings where appropriate to meet Business Planning cycles and specific deadlines. All meetings will be recorded with minutes made publicly available to wider stakeholders.

A meeting shall be considered quorate when 5 members are present.

### **Decision Making**

Decisions within the SIEAG will be made on the basis of consensus. All VCSE and independent members have voting rights.

Local Authority members are invited to provide strategic coordination, advice and input into the development of priorities. However, LA members are not eligible to participate in decision making by the group to avoid the potential for conflict and excessive bias with their existing D2N2 Board and EU sub-group membership.

## Code of conduct

Members of the advisory group agree to ensure consistency and transparency from the outset. In order to achieve this, members must agree to abide by the following code of conduct:

1. Members will individually and collectively take responsibility for ensuring regular, timely and focussed engagement in order to achieve the objectives of the group.
2. All members commit to work objectively towards our shared goal and agree to declare any conflicts of interest throughout the process.
3. Members will use their networks and contacts to ensure an effective and timely flow of information into and out of the process.
4. Any issue that cannot be resolved within the meeting will be 'parked' and not lost; with the commitment to return to and resolve this issue at the earliest available opportunity.
5. All members will adhere strictly to deadlines provided by the D2N2 and Big Lottery Fund.
6. Members acknowledge that some information and data shared may be sensitive or confidential and will protect the confidentiality of that information within the confines of the Advisory Group.
7. All members will pro-actively share information and intelligence that may be of benefit to the continuous development of the D2N2 Social Inclusion Framework.
8. Members will endeavour to ensure that the voice of communities and small groups are embedded throughout the development of the D2N2 Social Inclusion framework.

In addition, members of the group will abide by general principles of punctuality, respect and inclusion.

Members who are absent for 3 or more consecutive meetings (with or without apologies) will be deemed as having left the group.

## Relationships:

The D2N2 LEP is committed to maintaining a lean governance structure that draws directly on the support of a range of partners. The SIAG will sit as one of a number of specialist D2N2 ESIF Advisory Network groups within the D2N2 governance structure and will proactively engage with other advisory groups as well as both the LEP Board and ESIF Programme Board.

