



## **Cairngorms Equality Advisory Panel**

### **Terms of Reference**

#### **Purpose**

The Cairngorms Equality Advisory Panel is established to provide evidence-based feedback, guidance and advice to support CNPA to:

- Ensure statutory public sector equality duties are delivered in accordance with The Equality Act 2010 (and other relevant equality legislation e.g. Human Rights Act 1998)
- Embed Equality and Inclusion in their corporate planning processes.
- Critically assess and appropriately mitigate impact of CNPA decisions on equality groups through robust equality impact assessment procedures.
- Ensure best practice in equality and inclusion approaches to their work.
- Remain up to date on Equality and Inclusion responsibilities and best practice.
- Promote equality and inclusion work of CNPA and partners within the park.

The panel's primary function is as an advisory panel and the panel is expected to:

- Provide up to date, authoritative and evidenced-based advice and guidance on equality and inclusive practice and approaches.
- Critically assess CNPA policy and strategy from an equalities perspective and provide recommendations to support CNPA officers to deliver best practice approaches to Equality and Inclusion
- Provide support and guidance to complete high quality EQIAs during project and service planning
- Highlight high risk areas around equalities issues that stem from the Park Authorities proposed corporate and operational plans
- Respond to requests for any specific equality review in collaboration with the relevant Head of Service.

- Facilitate a virtual feedback mechanism for CNPA staff to receive timely advice on equalities and inclusion in relation to their work programmes.
- Signpost CNPA officers to appropriate best practice in equality approaches and share learning and knowledge with CNPA.
- Provide an annual forum to showcase equality work of CNPA and throughout the park.

The role of the panel is specifically to support the CNPA in relation to its governance and policy development through an equalities lens. It is not a consultative group, although may advise how consultations can be designed to reach certain equality groups. It has no decision making powers in relation to CNPA business, although it is expected the group's recommendations will be taken into account as part of CNPA's decision making processes.

## Membership

**Chair:** The panel is chaired by the CNPA board member with responsibility for Equality. The chair will have a good working knowledge of both CNPA and equalities to ensure the panel is effective.

**Membership:** As far as possible membership should have a wide range of knowledge of equality groups including but not limited to the nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) consideration will also be given to other relevant factors such as socio-economic status and mental wellbeing.

Membership should reflect both local and national perspectives and representation. As far as possible membership should achieve a balance of representatives with a national and local focus.

**Members:** Members will be recruited to the Equality Advisory Panel Role Profile and will have sufficient knowledge of equalities issues to provide informed advice and guidance to CNPA. Members should commit to a two year period and attend one face to face meeting a year, taking into account any reasonable adjustments to allow members to attend digitally.

**Co-opted Members:** Co-opted members must be approved by the panel members. Any member of the panel can suggest a co-opted member for a specific role and purpose. A co-opted member from Loch Lomond and The Trossachs National Park has been agreed.

## Recruitment

Members will be recruited during April/May 2020 by the Chair and CNPA representatives.

## Induction

Members will be expected to attend CNPA induction which will be co-ordinated by CNPA staff.

## Meeting Minutes and Frequency

An annual programme of meetings and topics to be agreed by the panel. Papers for consideration by the panel to be distributed 5 working days prior to the panel meeting. Meetings will be minuted and approved at the following meeting. Minutes will then be published on the website.

## Training

Members may wish to attend appropriate/relevant conferences on behalf of the CNPA Equality Advisory Panel. In the event that a Member is aware of such a conference/course, they should advise the CNPA contact about this, who will circulate the details to all members. CNPA will only fund one attendee on their behalf, and if more than one member wishes to attend, CNPA will make the final decision about who the delegate will be. CNPA has a limited budget, and therefore not all conference/training opportunities may be supported.

**Contact Details for the Panel**

The panel is supported by staff from CNPA. Contact details for the panel can be made via email to [equalities@cairngorms.co.uk](mailto:equalities@cairngorms.co.uk)

**Review**

These terms of reference were agreed by the panel on 28<sup>th</sup> October 2020 and will be reviewed after 12 months.