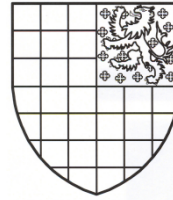


Town Hall
High Street
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BN7 2QS



**LEWES
TOWN
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ townclerk@lewes-tc.gov.uk
🌐 www.lewes-tc.gov.uk

To: Cllrs Baah; Bird; Catlin; Handy; Herbert, and Dr Maples

A Meeting of the **Equality; Diversity & Inclusion Working Party** will be held on **Tuesday 21st July 2020**, via Zoom video-link (*please see below*) at **7:00pm** which you are summoned to attend.

***VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (*eg* laptop; tablet or smartphone) or, by audio only, using a telephone.

To join this meeting either follow this link: <https://zoom.us/j/95674862684>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 956 7486 2684**

***Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk 13th July 2020

AGENDA

1. ELECTION of CHAIR

To elect a Chairperson for the municipal year 2020/21

2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the committee who are unable to attend.

3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

4. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

5. MINUTES

To agree Minutes of the meeting held on 1st October 2019.

(attached **page 3**)

6. REMIT of the WORKING PARTY

To note the remit of the Working Party, established by Council (*Minute FC2019/28 20th June 2019 refers*) as:

- > identify and catalogue [over the forthcoming year] improvements and moderations to the current policy
- > meet annually to update and refresh council principles.
- > demonstrate to the public that the Council is fully committed in developing Equality, Diversity and Inclusivity.

7. BUSINESS OF THE MEETING

To consider matters within the remit of the committee

For further information about items on this agenda please contact the Town Clerk BYE-MAIL at the above address

PUBLIC ATTENDANCE – Covid-19 emergency arrangements:

Members of the public have the right, and are welcome, to attend* this meeting – questions regarding items on the agenda may be heard at the start of the meeting with the Chair's consent.

Questions or requests to address the Working Party must be submitted by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via Zoom Pro video link. To join the meeting follow the instructions above.

***Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to townclerk@lewes-tc.gov.uk**

For guidance on joining online meetings please see the notes overleaf

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

Guidance on attending ‘virtual meetings’



Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*example only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: zoom.us/j/99590643212?pwd=bTdvYnVZSWIzdzlIL1p

Meeting ID: 995 9064 3212

Password: 003091

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as PUBLIC attendees will be asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

PLEASE NOTE:

Before connecting, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

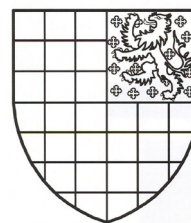
To learn more, a number of helpful FAQ’s and video tutorials are available at www.zoom.us

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**LEWES
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MINUTES

of the meeting of the **Equality, Diversity and Inclusion (EDI) Working party**, held on **Tuesday 1st October 2019** in the **Council Chamber, Town Hall, Lewes at 7:00pm.**

PRESENT Cllrs Bird; Catlin; Handy (*Chairman*); Dr Maples

In attendance: S Brigden (*Town Clerk [TC]*).

EDIWP2019/01 ELECTION of CHAIRMAN

Cllr Handy was elected Chairman of the Committee for the 2019/20 year.

EDIWP2019/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Herbert, who had a family commitment; and Cllr Baah, who was unwell.

EDIWP2019/03 DECLARATIONS OF INTEREST: There were none

EDIWP2019/04 QUESTIONS: There were none.

EDIWP2019/05 REMIT of the COMMITTEE

Members noted the remit of the committee, which is to:

- › identify and catalogue over the forthcoming year improvements and moderations to the current policy
- › meet annually to update and refresh council principles.
- › demonstrate to the public that the Council is fully committed in developing Equality, Diversity and Inclusivity.

EDIWP2019/06 BUSINESS OF THE MEETING:

1 Members reviewed the history of the current Council policy, during which a misleading typographical error was recognized and noted for correction. There followed a discussion as to how this fit with other Council policies, and Members were reminded that the Statement of Community Engagement was complementary in that it defined the community in terms of “all people”. Members undertook to research any prospective improvements for an updated policy and recognized this was a living document.

2 There was interest in any potential to engage in outreach to schools, and it was suggested that “champions” from within the Council might offer young people who were members of minority groups such as BAME or LGBT reassurance. Members would also identify any diversity champions from within the wider community.

3 Members were interested to explore how the Working Party’s work could cross-refer to other committees and working parties; the Gants Panel was offered as an example. The aims of the Council’s grants scheme could be altered, but Council would need to consider the matter. It was suggested that the Working Party members could act as Champions and scrutinize minutes of other Committees and working groups to identify anything noteworthy.

4 An additional category was proposed for the annual Civic Awards.

5 The working party would look at potential supplementary conditions of hire for Council buildings, to encourage and ensure appropriate attention by hirers to EDI issues. Current conditions focussed upon necessary issues of health & safety, indemnity, and protection of the Council's assets but this was considered inadequate.

EDIWP2019/07

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 7:40pm

Signed.....

Date

Draft