



Terms of Reference

Objectives

The aims of the roundtable are to;

- Communicate, share and discuss key Government policy messages and developments that are of particular relevance to Sikhs
- Allow the opportunity for members to inform Government of their priorities and concerns
- Agree actions and take these forward with colleagues across Whitehall (for officials), and for members

Behaviours

- All members are expected to work collaboratively with others on the group, allowing reasoned and respectful discussion.
- The group will be broadly representative of the wider Sikh community, and supportive of fostering good relationships between Sikhs and others.

Membership

The roundtables will be chaired by the Director of Integration and Communities at MHCLG. Membership will be set down and agreed by the Department. There will be a broad membership bringing a breadth of opinion representing a wide range of opinions from Britain's Sikh community.

Membership will include (but not limited to):

- Sikh umbrella bodies
- Academics
- Business
- Community groups/grassroots

We will strive for equal representation of men and women.

On an ad hoc basis, officials from other government departments will be invited to attend where issues of relevance to that department will be discussed. The most regularly attending departments are likely to be the Home Office, Foreign and Commonwealth Office, Department for Education, and the Department for International Development. The latter includes the Government Equalities Office. Other departments will attend as necessary.

Secretariat's role

The role of the secretariat will be to;

- Arrange three roundtables per year. The meetings will last for 3 hours to ensure a range of items can be discussed.



- Prepare an agenda in consultation with all members of the group. This will involve writing out to attendees three weeks before the meeting to seek agenda items. MHCLG will have the right to decide the final agenda.
- Issue the formal agenda and any relevant papers five working days before the meeting
- Ensure that relevant officials from across Whitehall attend, depending on the issues to be discussed
- Write up the minutes and actions, and issue to attendees within ten working days of the meeting
- Provide updates on progress of each of the outstanding actions