Race Equality Hub Advisory Board

Terms of Reference, September 2023

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| 1. **Background** | Liverpool City Region Combined Authority (LCRCA) has a vision for a fairer, stronger, cleaner city region where no one is left behind. To achieve this vision, it seeks to eliminate discrimination and promote equality in its policies, service delivery and funding decisions.  The Race Equality Hub (Hub) has been established to secure the economic advancement of Black, Asian and Minority Ethnic communities by tackling inequality in employment and skills and business support in public, private and third sector organisations across the Liverpool City Region. The Hub will be supported by a team of volunteer advisors (Advisory Board) who will assist the Hub in the pursuit of its objectives. |
| 1. **Functions and responsibilities** | The role of the role of the Advisory Board is to act as a ‘critical friend’ to the Hub.  It is anticipated that members of the Advisory Board will:   * assist the Race Equality Hub in developing effective solutions that tackle inequality and promote equity in the area of employment and skills and business support; and * provide an external perspective to support Hub decision making by sharing appropriate insight and lived experience. * review terms of reference periodically and in line with LCRCA legal governance arrangements |
| 1. **Membership** | The Advisory Board will consist of up to fifteen permanent members that will meet quarterly or such other periodicity as discussed with the Advisory Board:   * + three business members   + six community members   + three youth members.   + Race Equality Panel representative   + LCRCA Co-sponsors x 2   Members of the Advisory Board are expected to attend at least 75% of all meetings and should aim to attend all meetings. Attendance will be recorded and monitored.  Meetings will also be attended by the Race Equality Hub Programme Director. Other LCRCA staff, including the LCRCA Sponsor and LCRCA Co-Sponsor, may attend meetings from time to time. |
| 1. **Equality, diversity, and inclusion** | In conducting its activities, the Advisory Board will at all times seek to promote its commitment to equality and diversity by the creation of an environment that is inclusive for both its staff and its partners including those who have protected characteristics and vulnerable members of our community. |
| 1. **Conflicts of interest** | Advisory Board members will be required to declare any conflicts of interest as they arise. They will need to adhere to the Seven Principles of Public Life, as drawn up by the Committee on Standards in Public Life more commonly known as the Nolan Principles. |
| 1. **Accountability** | The Advisory Board, through its chair is responsible to the Race Equality Hub Programme Director.  The Race Equality Hub Programme Director is responsible to the LCRCA Co-Sponsor.  The LCRCA Co-Sponsor is responsible to the LCRCA Sponsor. |
| 1. **Decisions** | Race Equality Hub decisions will be taken by the Executive Sponsor exercising delegated authority granted by LCRCA. |