

Guidance Information for Submitting a Request to the Panels

The Equality Panels act in an advisory and influencing role, to support the organisation to design and deliver services and projects which reduce inequalities and promote inclusion for all groups of people in Liverpool City Region.

If you are developing or making a change to a project, policy or service, it is recommended that you engage with the Equality Panels, at the beginning, to understand the potential impacts on various groups of people.

You can engage with one, some or all of the Equality Panels to receive feedback using a variety of informal techniques.

The panels can provide:

- ✓ Constructive challenge and advice
- ✓ External perspective, insight and lived experience
- ✓ Innovative recommendations for developing effective solutions that tackle inequality and promote equity

When presenting a proposal, project or service to the Equality Panel(s), a formal report is not needed, instead you can simply fill out the Equality Panel Executive Summary Document or Standard Presentation Slides, if you prefer to offer your information in a more illustrative way at least four weeks in advance of the panel meeting date (see links in step one of the Engagement Process).

The panels will consider your request and work with you to offer the best possible engagement solution based on the significance of your project and the capacity available to them.

When developing your proposal, you should always consider **the five E's**:

Early and Meaningfully Engagement

Panel members should not be presented with a solution or engagement used as a tick box exercise, which they are unable to have an effect on. You should engage with the panels as early as possible in the development of a project or service and be clear on what it is that you need help with to shape your proposal.

Easy and Accessible Information

You should where possible use plain English, inclusive language and avoid jargon, or the use of terms that are not widely known or understood in all presentations and documentation. Information should be succinct and follow the format of the proformas provided. Remember, panel members will not be experts in the area you are presenting but can add value through innovative improvements.

Engaging Discussions

The role of panel members is to provide constructive advice and challenge to improve what we do, and the decisions we make. When you engage with the panels be open to this challenge – it will help us all to improve. Specify the key questions that you need help with, agree specific outcomes, develop bespoke presentations which are meaningful for each of the panels and avoid too much CA download, as this can be overwhelming and will have an adverse impact on your essential discussion time.

Evidence Based

The panels are keen to understand how your proposal will impact on each of the marginalised groups. It is therefore helpful to incorporate evidence in a way that flows naturally with your proposal and to avoid simply listing statistics or facts without context, instead weave the evidence into your narrative, explaining its relevance and how it strengthens your proposal where possible.

Effective Outcomes

After you have engaged with panels, you will be asked for feedback on what you have considered or changed as a result of engaging with the panel. This will be fed back to panel members so they can see the impact they are having. The method for closing the feedback loop should be agreed with panel members and where possible, more creative techniques should be considered, such as short videos, voice notes and summarised outcomes detailed in the monthly Panel Bulletin etc.

Things to remember:

- Panel members represent individual experience and expertise and are not representative of one protected characteristic as a whole.
- Engagement with Equality Panels should not replace public consultation but be an addition to it.
- The panels are not there to complete the EIA for you. You will present the equality impacts already considered, and the panels can support in developing this further.
- It's crucial that any information given to the Equality Panels is accessible, inclusive and concise. Using the templates provided and endorsed by the panels will help you to achieve this.