

Bristol Race Equality Strategic Leaders Group -Terms of Reference

Purpose of the Strategic Leadership Group

- To provide strategic leadership at a city wide level to meet the race related challenges and priorities within Bristol.
- To provide strategic leadership in respect of tackling race equality issues within Bristol's public sector organisations.
- To regularly contribute to, and to understand our collective Bristol data on the key challenges and priorities
- To work in partnership with all group members and wider city stakeholders to set targeted action plans to respond to the challenges and opportunities highlighted in the data product and those evident and raised through other channels.
- To commission collaborative pieces of work to deliver improved outcomes for BAME individuals and communities in Bristol.
- To identify and implement a collective line of accountability to our communities in relation to race equality.
- To carry out an annual review of agreed work plans and to develop a new annual work programme with clearly agreed objectives, actions and time frames.
- To provide steer and direction to the established H.R. Leaders group to ensure work is aligned with and focused to contributing towards the stated aims of the strategic leaders group.
- To ensure alignment and collaboration with the Commission on Race Equality (CORE) and other key strategic groups.
- To ensure outputs, messages and projects from the leadership group reach a wide range of audiences ranging from communities, wider city stakeholders and relevant regional / national departments.
- To collectively decision make on reports submitted to the Leaders group for steer.

Role of Strategic Leadership Group members

- Provide strategic leadership, vision and co-ordination to drive race equality activity across partner organisations to improve outcomes for citizens and the City.
- Communicate with and secure participation of local communities and wider city and regional stakeholders.
- Act as the link to other bodies within their 'sector' to ensure effective input and buy-in across the system.
- To receive regular reports and contribute to key decisions required at group meetings.

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- To submit relevant agenda items for consideration and discussion where appropriate.
- Ensure stated aims and objectives of the group are being met with outcomes delivered.
- To assist in leveraging in resource / support from wider stakeholders where necessary.
- To promote the work and raise the profile of the group internally, as well as on a local, regional and national level.
- To identify potentially suitable organisations to engage in the wider work of the group, such as iterations of the City wide race data product and annual report.
- Lead and/or participate in projects / work that the partnership agrees is necessary to tackle race inequality and align services.
- Drive culture change across the city and within their own organisations to tackle institutional discrimination.
- Report and be accountable for progress of tasks to the Leadership Group.
- To contribute to providing content from within their organisation for the group's Annual Report.

Outcomes

All public sector agencies in Bristol are working collaboratively and effectively to reduce race related inequality across the City and within all organisations.

The Leadership Group will develop and publish an annual action plan with clear, achievable actions and outcomes. End of year progress will be reported with a refreshed action plan to be produced annually.

Outcomes will also be identified on an annual basis within the annual report for the Race Equality Strategic Leaders group.

Annual or bi-annual city wide data products and other associated projects to also be produced to monitor progress / challenges and opportunities.

A well engaged and attended city-wide H.R. Leaders group jointly working on tackling operational issues relating to race equality.

Membership

Membership of the Leadership Group will be:

- Senior strategic level decision making leaders from key Public Sector bodies in Bristol
- At least one member from the Bristol Commission for Race Equality.
- Stand Against Racism & Inequality (SARI).

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- Invites to also be extended to Black South West Network (BSNW), Voluntary Sector (VOSCUR to receive invite on behalf of sector) and WECA.

There will be opportunity to extend this, as requested by the group to other sectors / organisations in the city.

Chair

The Race Equality Leaders Group will be chaired by a public sector leader for the period of one year. A Vice Chair will be appointed to support the Chair (also for a period of one year) in delivering a lively and challenging agenda with the outcome of delivering measurable change.

The group will review the arrangements of Chair and Vice Chair on an annual basis and decision make each year as to whether a change is necessary and appropriate.

The Chair will have a mandate to make decisions on behalf of the Race Equality Strategic Leaders group should an urgent decision be required between meetings at a time where convening the group is not possible.

Frequency of Meetings

Leadership Groups will be held 6 times per year on a bi-monthly basis

Substitution for Meetings

Where a group member is unable to attend a meeting a named substitution should be identified to ensure representation of the organisation.

Administration & project co-ordination

The meetings of the group and all associated tasks and projects will be administered and co-ordinated by the group's dedicated resource (funded collaboratively by partners) in conjunction with the Chair, Vice Chair and group members.

Decision making

Each organisation attends the meeting independently and whilst agreed group decisions are sought, each individual member reserves the right to take any contentious decisions back in to their organisation for approval.

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Attendance by Non-Board Members

Invitations may be extended to non-Board members, where their input or advice supports the discussion taking place at the meeting.

Declaration of Interest and Confidentiality

At times the Board will consider sensitive and/or confidential items, which shall remain so until agreed otherwise.

Agreed June 2019