

Greater Manchester LGBTQ+ Equality Panel – Roles & Responsibilities of All Parties Involved:

1. Overview:

The Greater Manchester LGBTQ+ Equality Panel is a group, funded through the Greater Manchester Combined Authority (GMCA), to advice and influence policy makers across Greater Manchester. The primary objective of the Panel is to reduce the marginalisation of and inequalities experienced by all LGBTQ+ communities across Greater Manchester. In order to achieve this, Panel members are recruited based upon the knowledge and evidence base they have gained through personal and professional experience as well as connections to grassroots communities. To ensure that the Panel is as successful as possible in their advisory role, the Management organisation (LGBT Foundation) acts to facilitate Panel meetings, advise Panel activity and connect the Panel to relevant partners.

This document seeks to outline the roles and responsibilities of each party involved in the organisation, management and functioning of the LGBTQ+ Equality Panel. Upon agreeing to take up their role, each party pledges to consistently meet the responsibilities outlined below.

It should be recognised that the LGBTQ+ Equality Panel will adapt and evolve alongside the changing needs of the communities it seeks to represent. As such, this document, alongside all Panel governance documents, will be reviewed informally every six months and formally every twelve. The procedure for this review is outlined in the Panel's Terms of Reference.

2. Roles and Responsibilities:

i. Greater Manchester Combined Authority (GMCA):

- Provide LGBT Foundation with the funding required to manage the Panel.
- Upon the request of the Panel, they shall:
 - Provide connections to those working at GMCA who may be able to offer insight on the work of the Panel.
 - Share data and information collected by GMCA which can be used to support the work of the Panel.
 - Assist the Panel in communications to ensure their work is brought to the attention of relevant bodies within the GMCA and the wider population of Greater Manchester.

- Enable co-operation between various Equality Panels to assist the co-production of work.
- Broker discussions with key GMCA and other public sector stakeholders, as required to take forward the work of the Panel.
- Attend Panel meetings.
- Assist LGBT Foundation in the management of the Panel through:
 - Regular communication with LGBT Foundation’s Panel Management team.
 - An offer of support and advice, when requested.
 - Input to the Annual Report, as required.

ii. **LGBT Foundation:**

- Hold the management and responsibility of delivering the Panel through building consensus and shared agency among all parties involved.
- Arrange monthly meetings for all Panel members to attend – including the preparation and distribution of agenda and minutes before and after each meeting.
- Offer logistical support to and advice during the process of recruitment of Panel members and the Co-Leads, helping to ensure that Panel membership represents the diversity of lived experience within LGBTQ+ communities.
- Utilise their communications to promote the work of the Panel and encourage diverse community engagement.
- Act as a liaison between the GMCA and Panel to assist information transfer between all parties.
- Draw on the information, experience and resources of LGBT Foundation colleagues to advise and guide the work of the Panel.
- Work collaboratively with other Equality Panels and networks to enable effective use of resources, tackle intersectional issues and avoid duplication (enabled through a monthly Panel Facilitators meeting).
- Support the development of Panel members through promoting opportunities where their knowledge base will be improved.
- Maintain high levels of transparency and accountability through complying with all relevant data protection, risk assessment and safeguarding legislation as well as maintaining the Code of Conduct and Terms of Reference.
- When requested, utilise LGBT Foundation’s Policy & Research team to carry out research based upon discussions from the engagement group and Panel. This will utilise wider community outreach to ensure the actions of the Panel are informed by and representative of all LGBTQ+ communities.
- Evaluate the progress and functioning of the Panel through publishing quarterly reports and an Annual Report.

iii. Panel Co-Leads

- Chair Panel meetings, ensuring that all Panel members are given the opportunity to contribute whilst enabling the agenda to be covered in full.
- Represent the Panel at external meetings, including those with the LGBT Foundation Management team and GMCA representatives.
- Act as a public face for the Panel in external communications.
- Ensure the Panel abides to its operating principles.
- Act as a primary contact for the Panel.
- Assist in the recruitment of new members to the Panel.
- Sign off on agenda and meeting items prior to meetings.
- Adhere to the Code of Conduct and Terms of Reference for the Panel as well as LGBT Foundation's volunteer policies.
- Delegate specific tasks to Panel members as appropriate.

iv. Panel Members:

- Attend monthly Panel meetings.
- Adhere to the Code of Conduct and Terms of Reference for the Panel as well as LGBT Foundation's volunteer policies.
- Volunteer their time to assist with Panel outreach through activities such as developing a communications strategy and attending Pride events across Greater Manchester.
- Engage with Panel-related commitments and discussions at least once weekly, for example replying to emails, attending workgroup meetings or expanding their knowledge base through independent reading.
- Actively seek out and engage with educational opportunities which enable members to become better allies to members of LGBTQ+ communities marginalised by intersecting forms of oppression different to their own.

3. Accountability

- If any party believes another to be failing to meet their obligations, as listed above, they must formally alert the Co-Leads and Management team.
- Panel members should raise awareness of misconduct through following the complaint procedure outlined in the Terms of Reference.

- If, despite formal warning, a member of the Panel is unable to consistently meet the responsibilities outline above, they may be dismissed from the Panel.