

DIVERSITY ACTION GROUP (DAG) – Terms of Reference

<p>Delegated Authority</p>	<p>The Liverpool & Merseyside Theatres Trust (LMTT) has established a time-limited Diversity Action Group (DAG) to take forward its commitment to Diversity, Equality, Inclusion and Social Justice.</p> <p>DAG shall advise the Board on matters pertaining to Diversity, Equality, Inclusion and Social Justice.</p> <p>The DAG will also consider appropriate initiatives to progress work that promotes Equality, Inclusion and Social Justice and make recommendations to the Board accordingly.</p> <p>The Board may request DAG to review specific aspects of Diversity, Equality, Inclusion and Social Justice where the Board requires additional scrutiny and assurance.</p>
<p>Terms of Reference</p>	<p>DAG will undertake the following duties:-</p> <ul style="list-style-type: none"> • carry out a review of LMTT’s operational areas (e.g. programming, recruitment, marketing, communications, procurement) to ensure that barriers to Diversity, Equality, Inclusion and Social Justice are addressed • create an agreed roadmap of priority areas to develop over a period of time • develop, monitor and review new initiatives and activities which promote Diversity, Equality, Inclusion and Social Justice • provide advice to both the Board and operational team on how best to deliver such initiatives and activities, ensuring their reach, effectiveness and value for money • ensure that evaluation frameworks are in place so that work in this area can be both recorded and measured • review and approve LMTT’s Equality Plan • as required, review draft: <ul style="list-style-type: none"> ▪ statements ▪ structural reviews ▪ recruitment adverts ▪ marketing/comms ▪ training plans ▪ proposed partnerships ▪ activities ▪ suppliers • nominate members to be part of LMTT’s recruitment processes to ensure that panels have diverse representation • engage assistance and guidance, both internal and external, as appropriate to progress new initiatives and activities
<p>Review</p>	<p>Terms of reference will be reviewed at least annually</p>
<p>Membership</p>	<p>Core Members</p>

	<ul style="list-style-type: none"> • Trustee (Chair) • Trustee • Trustee • Trustee • Staff member (CEO) • Staff member • Staff member • Staff member • Co-opted member • Co-opted member • Co-opted member • Co-opted member <p>The core membership can be augmented or reduced as required but must always contain at least two Trustees, two Staff members and two Co-opted members (six in total). The core membership should be constituted of 50% from Black, Asian or ethnically diverse backgrounds.</p> <p>Co-opted members will be paid an honorarium for their involvement based on LMTT’s daily freelancer rate, pro-rata’d to reflect time commitment. While meetings initially will be conducted virtually, some meeting may happen in person. In these cases, travel expenses will be paid for co-opted members.</p> <p>Co-opted members will serve on the working group for one year only.</p> <p>In attendance-</p> <ul style="list-style-type: none"> • In addition to core members, other Trustees, members of staff and external advisers can be called to attend as required. <p>Members are selected for their specific role or because they are representative of a specialism or group. As a result members are expected to:</p> <ul style="list-style-type: none"> • ensure that they read papers prior to meetings, • attend as many meetings as possible, • contribute fully to discussion and decision-making, • if not in attendance seek a briefing from another member who was present to ensure that they are informed about the meeting’s progress <p>Once the DAG is established, a Training Needs Analysis will be conducted to ensure that members are supported in their work.</p>
Attendance	Core Members are expected to attend a minimum of 70% of meetings per year.
Quorum	50% of the core membership must be present including at least one Trustee and one Staff Member and one Co-opted member.
Accountability & Reporting	DAG reports to the Trust Board and a written summary of the latest meeting is provided to the Board at its next meeting.

Meeting Frequency	DAG will meet bi-monthly for a year, at which point it's role will be reviewed. Meetings will generally be 2 hours in length.
Agenda Setting and papers	Agenda to be prepared and circulated 3 working days in advance of each meeting. Papers to be distributed 3 working days in advance of each meeting. Action point minutes will be produced for each meeting.