**City of Sanctuary**

**Experts by Experience**

**Operational Advisory Group Membership**

**Purpose:** Members of our Advisory Group will be people with lived experience whose role it will be to help inform City of Sanctuary work at an operational level. Members may also be invited to take part in other planning or streams group (which will be entirely optional). Matters of strategy will be the focus of the Network Voice meeting; however the operational group is able to provide information or a question in written format.

**Hours:** The Advisory Group meets quarterly for two hours (max) via a conference call, though Advisory Group members may also be asked to participate in additional meetings throughout the year, for example with the City of Sanctuary team, to support the development of activities/initiatives/events or to review documents and respond to emails. These additional meetings are not likely to take place more than twice a year. Most meetings will be held in Birmingham.

**Remuneration:** This is a voluntary role though we will cover travel and subsistence expenses to enable Advisory Group members to attend meetings (including talk time for mobile phones and child care if required)**.**

**Term:** New members of the Advisory Group will serve for two years (current end date July 2021).

**Chair:** The Chair of the Advisory Group will be a nominated trustee who will also have lived experience (this arrangement to be reviewed in July 2021). The Chief Officer or other members of staff may be asked to attend as appropriate but they will provide the chair with sufficient information/papers in preparation for meetings and will answer any queries from the Advisory Group.

**Background**

People seeking sanctuary are at the heart of City of Sanctuary UK, their voices, views, experiences and participation are central to shaping the work we do. The purpose of the Advisory Group is to provide a mechanism for people seeking sanctuary to inform and influence City of Sanctuary work at an operational level. The objectives are as follows:-

* Ensuring work at an operational level is informed and influenced by people with lived experience, for example Sanctuary in Parliament;
* Providing guidance on proposals for new pieces of work by drawing on people’s own lived experiences;
* Review and support the development of resources and publications
* Assist in monitoring and evaluation of the work (including the engagement and participation of people seeking sanctuary)
* Enable City of Sanctuary to provide further opportunities for sanctuary seekers to learn and to lead at all levels of City of Sanctuary

**Responsibilities of Advisory Group Members**

Individual Members have the following responsibilities:

* Understand and reflect the interests of people seeking sanctuary.
* Take a genuine interest in the City of Sanctuary work and overall success.
* Act on opportunities to communicate positively about City of Sanctuary (particularly in encouraging other sanctuary seekers to get involved).
* Actively participate in meetings and email communications
* Contribute to planning documents
* Support open discussion and debate, and encourage fellow members to voice their insights.
* To review and provide feedback on the CoS Operational Plan.
* By rotation advisory group member will attend the board of trustee meetings.

**Avoiding conflict**

 We recognise that people will have different opinions, we want to

 encourage open dialogue and allow people to feel free to challenge the

 organisation. However we ask that members adhere to the follow:-

* Sometimes it simply isn't possible for everyone to agree however be respectful when voicing disagreement
* If you disagree with someone’s opinion ask them to provide information, rather than state outright that you disagree with something
* Never make personal or offensive remarks
* Only one person may speak at a time
* The chair may summarise what has been said to make sure everyone understands (and allow people to ask the chair to explain again if necessary)
* Everyone will be invited to contribute, so that one person cannot take over the discussion
* Respect the right of all users to have their say
* Behave courteously and thoughtfully towards other members and attendees at the meeting
* Respect the roles of the Chair and other staff

**Membership**

Membership to include the following:

* A maximum of 12 people with lived experience
* A nominated City of Sanctuary Board of Trustees member who will act as Chair (this arrangement is to be reviewed in December 2019)
* The Chief Officer or a staff representative may be asked to attend by invitation of the board

The Board will be aim to be as representative as possible with a good mix of gender and nationalities. The aim will be for representatives to be based in as many different regions and countries of the UK as possible.

**Frequency of communication/meetings**

The Advisory Group will have conference call meetings via zoom at least quarterly.

The Advisory Group will form part of an email discussion group and some of its business will be conducted by email.

Members of the Advisory Group meeting will attend board of trustee meetings by rotation.