



**Brief for the Greater Manchester Race Equality Panel Facilitation  
Market Engagement Event**

Date: 12.30pm-1.30pm, Monday 8<sup>th</sup> April 2024

Location: Microsoft Teams

**Interested parties should register their interest via  
[Adrian.bates@greatermanchester-ca.gov.uk](mailto:Adrian.bates@greatermanchester-ca.gov.uk)**

## 1. Purpose

The purpose of this Market Engagement Event is to notify interested parties that the Greater Manchester Combined Authority is seeking to provide contract funding for the facilitation of the Greater Manchester Race Equality Panel.

The GMCA invites organisations wishing to bid to attend a supplier event on 8<sup>th</sup> April 2024 when the tendering process and contract delivery requirements will be outlined.

## 2. Greater Manchester Ambition

The Greater Manchester Strategy sets out a clear ambition for '*a place where all voices are heard and where, working together, we can shape our future*', and this is reinforced in the principles underpinning the Greater Manchester Model; '*doing with not to*'. Greater Manchester covers the ten local authority areas of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan.

The Equality Panels have been established to help tackle inequalities and discrimination, through the advancement of equity and fairness in decisions, policies and services across all sectors and communities. The Panels advise, support and challenge Greater Manchester's political leaders and policymakers, and champion Greater Manchester as an inclusive city-region.

They do this by working together with the GMCA and partners to:

- Provide insight into Greater Manchester's diverse communities, enabling political leaders and public bodies to listen and engage in a more targeted and effective way
- Communicate key messages to our diverse communities as trusted sources
- Codesign policies, programmes and strategies to ensure they work effectively for communities
- Support an asset-based approach, highlighting new opportunities (and challenges) for positive collaboration that build on the resources and strengths within our communities

Membership of the panels aims to reflect the diversity of Greater Manchester, with a broad representation across different demographics, the ten districts, and across sectors and other interests. Collectively, panel members possess strong links to the communities that they provide the voice of, through grass roots organisations and established networks. Furthermore, the Panels take an intersectional approach where appropriate, collaborating with other Greater Manchester Equality Panels and networks.

Further information on the Equality Panels can be found at

<https://www.greatermanchester-ca.gov.uk/what-we-do/equalities/>

### **Greater Manchester Race Equality Panel**

Greater Manchester's Race Equality Panel was established in December 2020. The Panel work to promote racial equality, tackle racial discrimination and foster positive relationships between ethnically diverse communities, and embed the Public Sector Equality Duty in policies, processes, procedures, practices and people development.

The aims and objectives are to:

**1. Eliminate unlawful discrimination, harassment, victimisation (and any other conduct prohibited by the Equality Act 2010 and the Public Sector Equality Duty)**

- Public agencies tackle all forms of racism and discrimination within their organisation and the structure they contribute to.
- Public sector bodies are proactive in their approaches to meet their Public Sector Equality Duty

**2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it**

- The Greater Manchester Strategy tackles inequality and increases equity for ethnic communities.
- The diversity of the public service workforce, including volunteers and senior leadership, is increased.
- Positive role models, particularly in leadership positions, public services, civic society and with the business community are promoted.

**3. Foster good relations between people who share a protected characteristic and people who do not share it.**

- Greater Manchester's cultural heritage and history of community inclusion and social justice is championed.

The current member organisations and other information on the Race Equality Panel can be found at

<https://www.greatermanchester-ca.gov.uk/what-we-do/equalities/race-equality-panel/>

### 3. Overview of Specification

The contracted party will manage the day-to-day running of the Race Equality Panel, enabling it to achieve their aims and objectives, through its specific workstreams. The contracted party will facilitate the Race Equality Panel with strategic support from GMCA officers, to achieve our shared ambitions of a strong, effective Panel, as well as contributing to a broader tackling inequalities agenda. Core requirements of the contracted party are:

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#### Strategic impact

- Lead the delivery of a work programme based on the strategic priorities of the Panel and the shared vision of the Greater Manchester Strategy
- Maintain action plans that manage, monitor and evidence impact in tackling inequality, using appropriate quantitative and qualitative intelligence
- Gather intelligence and prepare briefings for Panel Members, and on behalf of the Panel, ensuring the Panel uses data, intelligence and insight to inform priority setting and activity
- 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)

- Liaise with key stakeholders including the GMCA and partner agencies to ensure positive collaboration and mutually beneficial relationships
- Champion the involvement of racially minoritised people experiencing inequalities in policymaking and promote the work of the Panel
- Explore opportunities to secure additional funding for the work of the Panel

#### Organisational delivery

- Host the Panel, acting as the main contact for the Panel and its members
- Facilitate in person and virtual meetings, workshops, focus groups and other sessions involving both Panel members and wider stakeholders
- Provide secretarial and administrative support to the Panel, including any working groups and other activity
- Provide appropriate resources to coordinate and facilitate the work of the Panel, including working groups or other methods
- Facilitate annual election of Co-Chairs and Vice-Chairs
- Prepare effective briefings to the Chairs, speakers and panel members, before meetings or other events that they may be asked to attend on behalf of the Panel

#### Communication and engagement

- Working with the GMCA Communication and Engagement team, deliver timely and appropriate communication and engagement opportunities from the Panel and its workplan
- Develop an internal and external communication and engagement plan to plan and manage activity
- Support promotion of the Panel at city-region, regional and national level
- Liaise with GMCA on all media requests of the Panel and its members
- Support the Panel and its members to undertake effective engagement and communication with their networks and communities, enabling public services to gain greater insight to inform policy making
- Work collaboratively with GMCA and partners to strengthen the engagement of racially minoritised people, ensuring the Panel remains a key element of a coordinated approach
- Ensure all communication materials produced conform to GMCA brand guidelines
- Ensure that all published material is compliant with accessibility legislation, which whilst best practice is also a legal duty for public sector authorities (so necessary if any Panel work needs publishing)

#### Panel member development

- Recruit and maintain an inclusive and diverse Panel membership, ensuring it is representative of relevant communities of Greater Manchester, and their skills, knowledge and experiences
- Provide support to Panel members, ensuring their active involvement and tackling any concerns
- Undertake and maintain a skills audit, enabling most effective use of Panel members and any gaps to be addressed
- Develop and deliver a training and development programme for Panel members
- Enforce the Code of Conduct

### Financial management

- Pay and process reasonable travel and other out of pocket expenses incurred through the work of the Panel to its members
- Pay for any additional support required by Panel members to enable them to play an active role, for example childcare or accessible material

### Transparency and accountability

- Maintain a database of Panel members details
- Comply with all relevant data protection legislation and regulations
- Comply with all relevant risk assessment and safeguarding legislation and regulations
- Maintain the Code of Conduct and Terms of Reference

### Evaluation

- Deliver a quarterly report to the GMCA on progress as part of contract management arrangements
- Produce an Annual Report for the Panel of achievements and recommendations

## 4. Procurement Approach

### i. Value and duration

There is a contract amount of £55,125 per year per panel.

The contract will be for a 12-month period and will be paid in quarterly instalments

The contract may be extended for a further two years (12 months + 12 months), subject to successful delivery and budget approval.

### ii. Guiding Principles

Bidders will be required to outline the ways in which they will meet the requirements detailed in the tender. Bidders should consider how they will demonstrate:

- Commitment to equity and tackling inequalities
- Developing and managing partnerships with public, private, political and relevant community stakeholders' groups

### iii. Bidding Requirements

When responding to the ITT bidders will need to:

- Be registered on [The Chest](#) where the entire process will be managed
- Complete the Selection Questionnaire & Evaluation document

The GMCA is not liable for any costs, fees, or expenses incurred by any party in attending this event. Any questions interested parties may have should be directed through the [procurement@greatermanchester-ca.gov.uk](mailto:procurement@greatermanchester-ca.gov.uk).