



## **Review into Institutional Racism at the Westway Trust**

### **Community Advisory Group to the Review**

#### **Terms of Reference**

To ensure trust and confidence in the review process, a community advisory group to the review has been established prior to commencement of the review. The underlying principles which underpin and govern the work of the of the Advisory Group, are informed by the Independent Commission on Good Governance in Public Services (2004)<sup>1</sup> and the Committee on Standards in Public Life (1995)<sup>2</sup>. The role of the Community Advisory Group to the Review is as follows.

#### **Role**

1. Discuss and agree the terms of reference for the review.
2. Advise on how community participation, trust and confidence can be established and sustained before, during and after the review process.
3. Advise the Trust on the development of effective communications, which will support and underpin publicity for the review.
4. Suggest and agree neutral venues in which interviews for the review will take place.
5. Advise and agree on the most effective ways in which members of the public can participate in the review.
6. Advise and agree on how information submitted to the review can be stored and managed during and after the review process.
7. Discuss and agree options on how the review findings will be disseminated.
8. To review the report, make a formal written response and make recommendations to the Trust
9. Advise the Trust on the implementation and embedding of recommendations from the review.

#### **Supporting Principles of the Advisory Group**

The Community Advisory group to the review is underpinned by principles of good governance. This will enable Westway Trust to do the right thing in relation to the review, in the right way, for the community, in a timely, open, honest and accountable manner (Home Office 2013:1<sup>3</sup>).

- Work together to achieve a shared purpose with clearly defined functions and roles;

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<sup>1</sup> The Independent Commission on Good Governance in Public Services (2004) The Good Governance Standard for Public Services

<sup>2</sup> Nolan, L. (Chairman) (1995) First Report of the Committee on Standards in Public Life (1995) Standards in Public Life Cm2850-1 HMSO.

<sup>3</sup> Home Office (2013) Have you got what it takes? Applying and demonstrating strong governance.

- Promote and demonstrate values of good governance by upholding high standards of conduct and behaviour;
- Make informed and open decisions, which are checked effectively and where risk is managed;
- Develop the ability of members and officers to be effective.

### **Membership**

- Alan Brown, Chairman, Westway Trust (Joint Chair) \*
- Niles Hailstones Westway 23 and One Voice Community Collective (OVCC) (Joint Chair) \*
- Malcolm Phillips (Hestia)
- Miss Lee Woolford-Chivers MBE
- Sakinah Touzani, Westway Trust, Equality and Diversity Working Group Representative
- Angela Spence, Westway Trust Board Member Lead for Inclusion
- Alex Russell Joint CEO Westway Trust
- Bevan Powell

### **Secretariat**

- Dr. Habashi FRSA - Head of the Review
- Mrs. Christine Okiya – Secretary to the Review (Minutes)

### **Independent Observer**

The Community Advisory group to the Review has agreed that in the interests of transparency; it would benefit from an independent observer, at its meetings. Members of the public are eligible to apply to be an independent observer. The appointment is made on a first come first serve basis. The role is a rotational one.