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| **TERMS OF REFERENCE** |

### **GOVERNING BODY**

### Professional Liverpool Board

### **PURPOSE**

The ‘Future Leaders Network’ has been established to bring together existing young professional and early career groups, networks, and committees from across Liverpool City Region to act as a single ‘Network of Networks’ for the Region.

**FUNCTIONS**

The functions of the Future Leaders Network, in accordance with the strategic objectives (2) and (3) of the *Professional Liverpool; Strategic Plan 2021-2023*,include:

* **Build a Supportive Community** of early-career professional groups to encourage relationship building between the different organisations and knowledge sharing across disciplines, professions, and geographies.
* **Support membership organisations** in their own objectives, through maximising the use of collective resources and platforms, and ‘cross-promoting’ activities.
* **Provide a platform** to influence City and City Region decision making through developing the network’s role as a ‘consultation group’, thereby empowering Future Leaders to have an input into decisions that will impact their future.
* **Establish and embed Equality, Diversity, and Inclusion** amongst Liverpool City Region’s Future Leaders.
* **Raise the Profile of LCR’s Future Leaders** through promoting best practice and achievements from network members, visibly promoting member events, and hosting its own high-profile events, and through operating as a ‘consultation group’.
* **Retain Talent within Liverpool City Region** through our established supportive networks, existing activities, and the co-development of future activities in partnership with stakeholders across the City Region.
* **Reporting and Recommending** to make recommendations to its governing body concerning areas of improvement.
* **Monitoring and Implementation** to monitor and implement recommendations from open forums to help membership organisations.

[*The above points should be used as a guideline. Committees should include additional specific functions* ***in accordance with the key operating principles: Equality, Diversity, & Inclusion, Transparency & Teamwork, and Fairness & Trust.]***

**OPERATING PRINCIPLES**

The key focus of the Network’s activities is to promote collaboration and support across the organisations, to enhance the work already being delivered by these Members and raise their collective profiles. In doing this the key operating principles will be:

• Equality, Diversion, and Inclusion

• Transparency and Teamwork

• Fairness and Trust

## **MEMBERSHIP**

The board will comprise the Chairs (or similar such role) of early-career professional groups within Liverpool City Region.

It is anticipated that these groups will include (n.b. this list is not exhaustive and additional groups can be added as the Network becomes aware of their presence):

**GROUPS**

1. Merseyside Young Professionals
2. Liverpool Young Architects (LYA)
3. Merseyside Junior Lawyers Division
4. Agent Academy
5. Ideas for Liverpool
6. Institute of Chartered Accountants in England and Wales (ICAEW)
7. RTPI Young Planners NW

The initiative has also garnered support from private and public sector organisations across the PL memberships community, including:

1. Avison Young
2. University of Liverpool Management School (ULMS)
3. DTM Legal
4. AI- Change Management
5. LJMU
6. Knowledge Quarter (KQ) Liverpool
7. Arup

The following positions form the core of the ‘Future Leaders Network’ [All roles will be held for a 2-year period]:

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| **POSITION** |
| The Chair |
| Vice Chair |
| Marketing Lead |

LCR is brimming with qualified Future Leaders, from accountants, stockbrokers and solicitors to architects, media and digital professionals and surveyors. All of whom contribute to the success of the local economy and will play an important role in the Regions future. Through facilitating collaboration across the members organisations, it is the intention that relationships built across the Future Leader Network will create meaningful and lasting change.

Members will be appointed by **Co-option**

Should a Future Leader want to join the Network who is not part of an existing organisation they may be co-opted onto the committee via a vote from those organisations who form the Network.

### **REPORTING STRUCTURE AND PROCESS**

**The Chair will:**

* Provide leadership and direction to the committee, including chairing meetings.
* Oversee the strategic direction of the Network.
* Ensure that decisions represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view.
* To determine, in consultation with the Administration Support, the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each.
* To monitor the implementation of agreements and action points from previous meetings.
* Act as the primary link between the Network and the Professional Liverpool Board.
* Be a figurehead for the Network, promoting the group’s activities, objectives, and values.

**The Vice-Chair will:**

* Support the Chair in their activities.
* Stand in for the Chair should they be unable to attend.
* Support day-to-day operations and activity of the Network.

**The Marketing Lead will:**

* Ensure that the activities of the Network are publicised effectively and inclusively across membership organisations and across Liverpool City Region.
* Support in attracting new member organisations.
* Support in promoting membership organisation events and activities across the Networks membership organisation to help boost messaging and attendance.

The remaining committee roles will be held by the Chairs of the respective organisations within the Network.

**RECORDING OF PROCEEDINGS**

Administration support will be provided by Professional Liverpool who will be responsible for taking and distributing minutes, arranging meetings, and overseeing actions/deliverables.

Where practicable, the agenda together with reports and documents that relate to the Future Leaders Network, will be forwarded to members in sufficient time to enable consideration prior to meetings.

**QUORUM**

Decision making will be done through ‘quorum’ voting if it has been established that there is a majority attendance at the meeting.

Each member will be afforded ‘one vote’ irrespective of the size of organisation that they represent.

If the voting has resulted in a split decision, then the deciding vote, or decision on next steps to support decision making, will be at the discretion of the Future Leader Network Chair.

Where decisions impact the operational works of Professional Liverpool, advice will first be sought from the Professional Liverpool Board.

**FREQUENCY**

The ‘Future Leaders Network will meet quarterly, and meetings will last 1hr 30minutes. Extraordinary meetings can be called where deemed necessary. [*minimum of 4 quarterly meetings*]

#### **INFORMATION MANAGEMENT**

All members of the Network committee will comply with the information management policy attached to the terms of reference.

[*An information management policy will be adopted and maintained by the Network Committee. This policy requires that members, and employees or persons assisting the Committee or activity agree to comply with the Committee or activity’s information management policy.*]

##### **OBLIGATIONS OF NETWORK MEMBERS AND PERSONS ASSISTING THE COMMITTEE**

All members of the Future Leaders Network will:

* receive a copy of the minutes
* comply with the terms of reference.
* declare conflicts of interest at the commencement of each meeting; and
* be prepared to sign a declaration indicating they have read, understand, and agree to comply with the legislation.

All co-opted members assisting the network committee will:

* be prepared to sign a declaration indicating they have read, understand, and agree to comply with the legislation.