

CARE-HSC Collaborative Advisory Board

Terms of Reference

1. Background and Purpose

The Collaborative Advisory Board (CAB) is established as part of the Collective Action for Race Equity in Health and Social Care (CARE-HSC) project, funded by a Wellcome Discovery Award until 31st December 2031. CARE-HSC aims to drive meaningful change by addressing racial inequities in health and social care through collaborative, co-developed, evidence-based action.

The Collaborative Advisory Board (CAB) brings together workforce members and unpaid (informal) carers with lived experience and expertise to provide strategic advice and targeted input to the CARE-HSC project.

The CAB will operate through a **flexible, task-and-finish model**, enabling members to contribute to specific areas of work aligned with their interests, expertise, and availability. This means members will be invited to contribute to specific pieces of work with a clear purpose and timeframe, rather than being expected to be involved in all activities.

2. Role of the Collaborative Advisory Board

The CAB will:

- Advise the CARE-HSC Core Management Group (CMG) and Steering Committee



- Provide expert input to inform priority areas of work across the project lifecycle
- Support inclusive and ethical approaches to engagement, ensuring a range of perspectives are considered in decision-making
- Contribute to shaping dissemination and knowledge exchange activities to maximise reach and impact
- Provide insight at key points in the project to support reflection, learning, and adaptation

3. Membership

Composition:

- Members will include health and social care workforce professionals, informal carers, and representatives of organisations within the Voluntary Community and Social Enterprise (VCSE) sector
- Representation of carer networks that live and work in the UK and beyond
- The group will be co-facilitated and co-chaired by CAB members and rotating Core Management Group (CMG) representatives

Members will be selected based on:

- Lived experience in health and social care (workforce or informal carer)
- Expertise on challenges faced by racially and ethnically minoritised groups
- Commitment to anti-racism and inclusive practices
- Willingness to contribute to task and finish groups and targeted activities
- Collaborative approach to working with other members

Term of Appointment:

- Appointments are for two years, with the possibility of renewal
- Members are asked to give one month's notice by email to care_hsc@kcl.ac.uk if they wish to step down

4. Responsibilities of Members

Members are expected to:

- Attend relevant CARE-HSC meetings where their input and expertise are most relevant, including the annual Steering Committee and relevant task-and-finish group meetings
- Contribute to task-and-finish groups, workshops, and other targeted activities as appropriate. Examples of potential activities include co-creation of immersive Virtual Reality videos, participation in feedback and reflective/debrief sessions (including anti-racism debriefing where relevant), and contribution to research design and materials (e.g., surveys, interviews, workshops)
- Provide insights and guidance based on lived experience and professional expertise
- Advise on inclusive recruitment strategies and help identify underrepresented voices
- Engage flexibly, recognising that involvement will vary over time depending on project needs and individual capacity

Additional note: Members should also be aware that priorities may shift over the course of this long-term project. Flexibility and openness to adapting focus areas will be an important part of their role.

5. Meetings and Time Commitment

Engagement will be structured around task and finish groups and targeted activities aligned to project priorities. Members will be invited to participate in:

- Time-limited task and finish groups
- Workshops and co-design sessions
- Key governance meetings (e.g. Steering Committee) where relevant

The frequency and timing of involvement will vary depending on project needs.

Members can choose to engage in activities that align with their interests, expertise, and availability.

6. Support and Benefits

Members will:

- **Make a difference:** Help shape inclusive and anti-racist research in health and social care by sharing your lived experience and expertise
- **Be heard:** Contribute directly to how research is designed, delivered, and communicated, including co-developing creative outputs such as immersive Virtual Reality films
- **Build skills:** Develop experience in public engagement, research design, storytelling, and collaborative working
- **Influence change:** Advise on real-world strategies for more inclusive recruitment, participation, and representation in research
- **Choose your involvement:** Take part in ways that work for you, whether through meetings, creative workshops, anonymous feedback, or other formats

- **Network and connect:** Be part of a supportive community of people with diverse perspectives, including researchers, carers, and practitioners
- **Gain recognition and development opportunities:** Be credited for your work (if you wish), with chances to take part in public events, podcasts, and apply for paid peer researcher roles
- **Receive support and accessibility:** We are committed to ensuring your participation is inclusive, supported, and valued
- **Be reimbursed for your time:** Receive a £45 voucher per 1.5-hour meeting and £28 per hour for other research activities (e.g. interviews, focus groups, workshops)
- **Attend in-person meetings:** Travel and accommodation costs will be covered by the CARE-HSC team

7. Governance

- The CAB reports to the Core Management Group (CMG) and contributes to an annual Steering Committee meeting
- Task and finish groups or sessions will be facilitated by CARE-HSC team members and/or CAB members, depending on the activity
- Feedback and recommendations from the CAB will inform CARE-HSC project delivery, outputs, and dissemination

8. Meeting Etiquette

- **Be open-minded:** Acknowledge your own assumptions and be willing to consider other perspectives

- **Create a safe and inclusive space:** Encourage openness and ensure everyone feels welcome to share their views
- **Share the space:** Be mindful of how much you speak and make room for others to contribute
- **Be present:** When meeting online, turn on your camera where possible and minimise distractions to stay engaged
- **Show mutual respect:** Value the diversity of personal experiences and recognise our shared humanity
- **Assume good intent:** Approach discussions with kindness, understanding that everyone is here to contribute positively
- **Challenge ideas, not people:** Question thoughts, conclusions, or assumptions rather than individuals
- **Maintain confidentiality:** Personal perspectives and shared experiences should remain within the group