**Lincolnshire and East Midlands SCiP Alliance Hub Terms of Reference**

THIS AGREEMENT is made on [INSERT DATE] 2021 (“the Agreement”)

BETWEEN:

1. **Bishop Grosseteste University**, having its principal office at Longdales Road, Lincoln, LN1 3DY (‘’BGU’’)

and

1. [INSERT YOUR ORGANISATIONS NAME] (the “member”)

WHEREAS:

1. Bishop Grosseteste University is a higher education corporation. The University has been selected by Office for Students (‘’OfS’’) as lead for LiNCHigher
2. LiNCHigher (The Project) is funded and contracted by the OfS to undertake specified widening participation activities and programmes within schools and colleges within designated wards. The Project consists of the Central Management Team for the Programme.
3. [YOUR NAME] is a [ORGANISATION NAME] corporation and is a member in the Lincolnshire and East Midlands SCiP Alliance Hub.
4. The Parties have agreed to enter into an agreement whereby the Parties will work collaboratively to deliver the aims and objectives of the SCiP Alliance.

NOW IT IS HEREBY AGREED as follows:

This is the framework which defines how the Lincolnshire and East Midlands SCiP Alliance Hub operates.

**Introduction**

We bring together practitioners, researchers, policymakers and funders to build a stronger evidence-base, better policy, and enhanced support for Service children’s education and progression, placing their voices at the heart of all we do.

The Lincolnshire and East Midlands SCiP Alliance Hub sits within the National SCiP Alliance hub network and bring together partnerships across the county to work in collaboration and create a lasting impact.

**Objectives**

* To identify and share existing practice and remove duplication; to be a beacon for local practice.
* To collaborate on developing and embedding new activity.
* To influence the local culture to enable practitioners to effectively support Service children.
* To investigate local needs and context, for example sourcing and analysing local data
* To inform and contribute to national and international research.
* To ensure the learner’s voice is heard

**Structure**

The members form part of the Lincolnshire and East Midlands SCiP Alliance Hub fulfil specific purposes intended to work together to support the achievement of the vision and mission.

**Purpose of the Hub**

* Lead community consultation, collaboration, action and evaluation so that the whole community:
* Is focused on thriving lives of Service children
* Is represented in all its diversity
* Share in leading the change we want
* Enhances our knowledge and impact
* Highly values the Alliance

To this end, the Hub shall;

* Provide collaborative leadership for the community.
* Be responsible for the development and achievement of the Lincolnshire and East Midlands annual plans.
* Develop and manage the cycle of whole-system consultation, collaboration, planning, action and evaluation.
* Champion the vision and mission of the Hub and Alliance and operate in accordance with its values.
* Provide insight and understanding into the impact of any potential changes for Service families.

**Membership Composition**

Members are recruited as volunteers from various organisations across Lincolnshire and East Midlands to ensure effective representation of a variety of perspectives. Additional members may be co-opted where required to ensure appropriate representation of stakeholders in the Hub as per the groups vision.

The Chair of this Hub will also sit on the SCiP Alliance, National Practice Group as a lead representative.

Hubs shall set a quorate membership including representatives from stakeholders as locally appropriate such as:

* Higher Education institution
* Further Education institution
* School
* College
* Local Authority/ County Council
* Local Family Federation Services
* Commercial Organisations
* Government Organisations
* Students
* Parents

If a member of the Hub is unable to attend a meeting, they must send apologies to the Chair and Vice-Chair or notify the Chair and Vice-Chair of a suitable and appropriate individual attending on their behalf in advance. This selected individual is expected to debrief the Hub member on proceedings post meeting.

If a member wishes to replace their membership to the Hub with another representative from the same organisation, they must send written details of the change to the Chair and Vice-Chair.

In the event an organisation wishes to remove themselves permanently from the group written evidence is required to be sent to the Chair and Vice-Chair. Upon receipt the Chair or Vice-Chair will formally note the removal at the subsequent meeting.

**Members’ Responsibilities**

Members shall faithfully and pro-actively:

* Use their experiences and skills to act in the best interest of the Hub.
* Contribute to the group in way that add value to the collective efforts of the Hub and the Alliance and are in accordance with the Alliance’s values.
* Members are expected to engage and contribute to discussions at the Hub meetings and other relevant activities.
* Members should have an ongoing awareness of the Hub and recent discussions.
* Members would be expected to devote the required time to the role to discharge these duties appropriately.
* Members are expected to act as a representative/ambassador of the Hub and reflect the views of the SCiP Alliance.
* Members are expected to feedback to and seek views from their own networks.

**The Role of the Hub Chair**

* To chair meetings of the Hub in an impartial, structured and orderly manner.
* With the Vice-Chair plan, the agenda for Hub meetings.
* To represent the Hub at meetings, seminars, conferences, briefings etc. as appropriate, with prior discussion with the Vice-Chair and if appropriate input from the Hub.
* To act as a single point of contact for members and prospective members.

**The Role of the Hub Vice-Chair**

* To chair the Hub meetings in the absence of the Chair.
* To participate in planning the agenda with the Chair.
* To deputise for the Chair at meetings, seminars, conferences, briefings etc., in the absence of the Chair.

**Chair/Vice-Chair arrangements**

The Lincolnshire and East Midlands SCiP Alliance Hub will be Chaired by the lead organisation, LiNCHigher. In the event the lead organisation is transferred to another organisation the Chairing of meetings moves to the new organisation.

A vote of no confidence is a statement or vote which stipulates that a person in a position of responsibility (chair or vice chair) is no longer deemed fit to hold that position, perhaps because they are inadequate in some respect, are failing to carry out obligations, have a conflict of interest or are making decisions that other members feel detrimental.

In the instance the group provides a vote of no confidence in the Chair they may be removed by an individual if seconded by a third of Hub members. A proposal for a vote of ‘no confidence’ should be tabled as an urgent business item on the agenda. The members shall appoint a Chair and Vice-Chair through a process agreed by the Hub.

The Chair and Vice-Chair will serve a term of three years. Both may seek re-election through normal election process (self-nominate or, with their consent, be nominated by other members of the network. Nominees must be present at the meeting in order to stand for election. Nominations will be submitted to a named officer).

**Meetings and decision making**

In keeping with the collaborative and consultative nature of the Hub, actions, resolutions and recommendations shall, wherever possible, be agreed by consensus. Only in the rare and exceptional circumstances where consensus cannon be reached, and where a matter is both urgent and necessary, shall resolutions be passed by a simple majority of those present with each member organisation casting one vote, as directed by the meeting’s Chair. In the event of equal vote, the Chair shall have a casting vote.

**Secretariat**

As a minimum, agree actions, resolutions and recommendations shall be recorded and approved by consensus. The lead organisation will provide the secretariat to support this meeting who shall endeavour to ensure that:

* Minutes are circulated four weeks after each meeting and subsequently published on the SCiP Alliance and The Future Focus website.
* Agendas and papers are received by all members seven working das prior to meetings.
* Meetings are scheduled at least three months in advance apart from in exceptional circumstances.
* Group members will be listed on the SCiP Alliance and The Future Focus website along with terms of reference and meeting minutes.

**Proceedings**

* The Hub will meet a minimum of three times a year.
* Meetings will be held virtually unless there is a need for members to meeting face-to-face.
* Meetings will usually be held February, June and October.
* Meeting agendas will be set and agree with the Chair, members will have the opportunity to submit items for discussion.
* Minutes will be approved by Chair and then Hub members via email prior to them being posted on the SCiP Alliance website.
* Confirmed minutes of meetings will be circulated to the Hub and published on the Children from an Armed Forces Family section of The Future Focus website.

**Review**

The terms of reference shall be reviewed at least once every three years.

These terms of reference were approved by all acting members of the Lincolnshire and East Midlands SCiP Alliance Hub on: Thursday 23rd September 2021

**Next review** is due on or before: Monday 23rd September 2024

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|  SIGNED BY the duly authorised representatives of the Parties on the dated stated at the beginning of this Agreement.   |
|  **Member Organisation**  Signed [ADD SIGNATURE]       Position [ADD POSITION TITLE] Name [ADD YOUR FULL NAME]   |