

Hub Terms of Reference

April 2022

SCiP Alliance Vision: Thriving lives for Service children

SCiP Alliance Mission: 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.

SCiP Alliance Hub network purpose: A SCiP Alliance Hub provides a safe and supportive space to achieve together what can't be done alone. The SCiP Alliance network helps Hubs do things one Hub can't do alone by:

1. Building relationships to enable new and better collaborations to develop.
2. Facilitating communication throughout the network.
3. Building the capacity and capability of people in the Alliance's Hub network and developing a knowledge base, for example through the Thriving Lives toolkit.
4. Identifying and sharing practice and resources to avoid duplication.

Hub objectives

Build capacity and relationships to enable new and better collaborations to develop by:

- Providing a supportive, safe space for stakeholders to develop new activity together, share challenges and collaborate on solutions.
- Influencing the local culture and supporting practitioners to effectively support Service children.
- Contributing to national discussions to ensure research and policy is informed by local knowledge.

Membership

Membership comprises appropriate stakeholders, such as:

- The school sector
- HE and FE providers
- Local authorities
- Third sector
- MOD

SCiP Alliance staff members and others deemed appropriate for the local setting may attend meetings to support the Hub's activity.

Members' Responsibilities

The SCiP Alliance central team expects each Hub to organise at least one public collaborative activity or resource annually and report about activity to the Hub leads group. Examples are available in the Hub Handbook.

Members shall faithfully and pro-actively:

- Reflect the perspectives of the sector or organisation they represent.
- Champion the vision and mission of the Alliance and operate in accordance with its values.
- Support the Hub in running SCiP Alliance activity and taking part in projects.
- Contribute to the Hub in ways that add value to the collective efforts and are in accordance with the Alliance's values.

Hubs will decide the degree to which members will be expected to:

- Actively contribute to maintaining and acting on the Hub's action plan.
- Take responsibility for aspects of leadership and practice.
- Collectively manage the Hub, including periodic hosting of Hub Leads group meetings and representing the Hub.
- Contribute by taking part in events

Operational functions

Chairing

The members shall elect up to three co-chairs from among the Hub's members, giving priority to establishing a partnership of at least two organisations representing different sectors as Hubs have found this more effective.

A co-chair shall represent the group on the SCiP Alliance Hub Leads Group as a full member. Each co-chair will generally take responsibility for a discrete area of activity.

Meeting secretariat and communications

Members shall elect one or more leads on providing secretariat for meetings, either on an annual basis or on a rolling basis for each meeting. This shall include for example:

- Organising a date, time, location/online link and distribution of papers and agenda at least a week in advance.
- Recording outcomes, resolutions and any actions for distribution.
- Ensuring the Hub pages on the SCiP Alliance website accurately reflect current activity.
- Supporting communication among Hub members.
- Leading activities and resources

Meetings and decision-making

- In keeping with the collaborative and consultative nature of the Alliance, actions, resolutions and recommendations shall, wherever possible, be agreed by consensus. Only in the rare and exceptional circumstances where consensus cannot 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 votes, the chair shall have a casting vote.
- The Hub will meet at least twice a year, with additional meetings as required.
- The Hub may resolve on a quorum
- Chair's action may be taken to make progress between meetings.
- Sub-groups or task and finish groups may be convened to progress specific projects or priorities linked to Hub activity plan themes.
- The Hub may invite representatives from other organisations to support particular agenda items, as guests of the meeting.

Reporting

- Agreed actions, resolutions and recommendations shall be recorded.
- Approved minutes will be made available to the Hub Leads Group.
- A co-chair will report to the SCiP Alliance Hub Leads Group and will report about the Hub Leads Group to the Hub.
- Hubs shall monitor, evaluate and develop activity and membership and share this data across the Hub Network through the Hub Leads Group at least twice a year

Review

These terms of reference shall be reviewed annually. Recommendations for amendments shall be submitted to the Hub Leads Group for review and approval.

These terms of reference were approved by the Hub on: TBC

Next review is due on or before: TBC