

# Management Group Terms of Reference

July 2021

## Vision

Thriving lives for Service children

## Mission

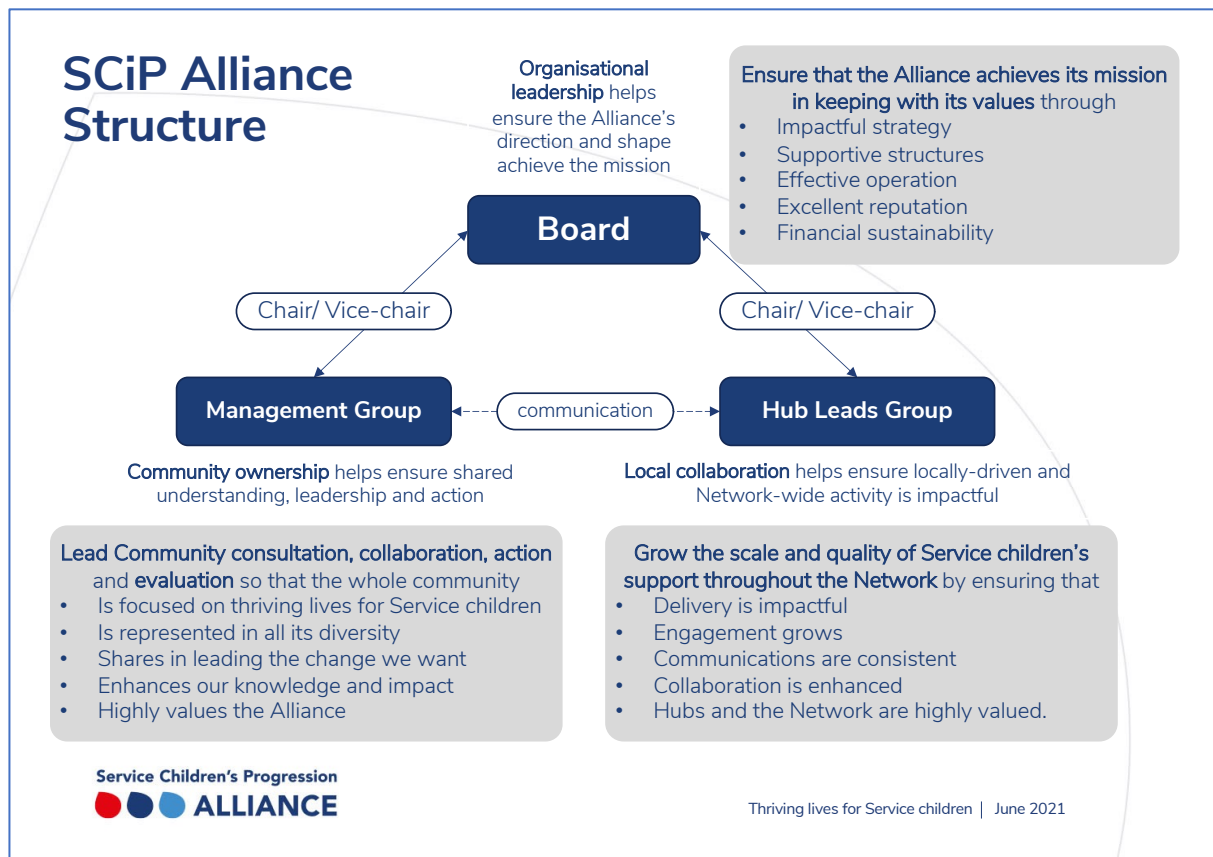
We bring together practitioners, researchers, policymakers and funders to build a stronger evidence-base, better policy and enhanced support for Service children's education and progression, placing their voices at the heart of all we do.

## Values

To be developed with the Community.

## Structure

The SCiP Alliance is led and organised by three groups with distinct and complementary roles. All members form part of the SCiP Alliance Community in which the Board, Management Group and Hub Leads Group fulfil specific purposes intended to work together to support the achievement of the vision and mission.



## Purpose of the Management Group

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

To this end, the Group shall:

2. Provide collaborative leadership for the Community;
3. Be responsible for the development and achievement of the SCiP Alliance's annual plans;
4. Develop and manage the cycle of whole-system consultation, collaboration, planning, action and evaluation;
5. Champion the vision and mission of the Alliance and operate in accordance with its values.

## Membership

Membership and the methods for recruiting members will be determined by the Management Group and ensure that the purpose of the group is fulfilled.

Membership must reflect the diversity of SCiP Alliance Community and the group's operating practices should demonstrate its:

- Diversity
- Inclusivity
- Collaboration
- Transparency
- Focus on Service children

The total number of members shall not exceed 25 or fall below 12.

The Management Group shall seek representation of the following perspectives, in the first instance, and the following behavioural competencies.

### **Perspectives to be represented (two or more may be represented by a single member)**

- Service children
- Service parent/ carer (all Armed Forces branches)
- Early years

**Service Children's Progression**



- Schools (Primary, Secondary, Independent, MoD)
- Further education
- Higher Education
- Local authority
- Careers advisers
- Youth/ community workers (military)
- Funders
- Ministry of Defence
- Military charity
- All four nations of the UK

**Ex officio members**

- Hub Leads Group Chair (or Vice-chair, in reserve)
- SCiP Alliance Director
- SCiP Alliance Head of Operations

**Behavioural competencies**

- Collaborative decision-making
- Consensus-building
- Asset-based approaches
- Leading by example
- Integrity

A list of current incumbents is recorded in the appendix, which does not form part of these Terms of Reference.

**Members' Duties and Terms**

Members shall faithfully and pro-actively:

1. Use their experiences and skills to act in the best interests of the Alliance;
2. Contribute to the group in ways that add value to the collective efforts of the Management Group and the Alliance and are in accordance with the Alliance's values;
3. Avoid, where possible, and declare to the Management Group any conflicts of interest;
4. Give sufficient time and energy to the role to discharge these duties appropriately.

Except for ex officio members, members shall serve for a term of three years and may be re-appointed for two further terms of three years each. When the Management Group is first established, the Group may appoint members for terms of two, three or four years to stagger re-appointments, which shall count as the first of their maximum three terms.

The Hub Leads Group Chair, SCiP Alliance Director and SCiP Alliance Head of Operations shall serve as long they remain in their roles.

### Officers

Additional SCiP Alliance staff members may attend meetings at the request of Alliance team's representative to support the Group's activity and with no voting rights.

### Chair/ Vice-chair arrangements

The members shall appoint a Chair and Vice-chair through a process agreed by the Management Group.

The Chair and Vice-chair shall serve terms of three years. Both may seek re-election/ be re-appointed for one further term of three years each through a process agreed by the Management Group.

When the Management Group is first established, the SCiP Alliance Director shall serve as its Chair for a term of one year.

### 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 Group shall meet at least three times annually. The Chair/ Vice-chair may call additional meetings or increase the normal schedule, as required.

There shall be a quorum when one third of voting members plus one (rounded up to whole numbers) is present.

The Chair and Vice-chair may agree to take Chair's action as deemed necessary to make progress between meetings and report on such actions at the next meeting.

Sub-groups and task and finish groups may be convened to progress specific projects or priorities within the scope of the Management Group.

The Group may, by agreement with the Chair/ Vice-chair, invite representatives from other organisations to support particular agenda items, as guests of the meeting.

## Reporting and communication

Agreed actions, resolutions and recommendations shall be recorded. Approved minutes will be made available to the Board and Hub Leads Group.

Secretariat shall be provided by the SCiP Alliance.

## Review

These terms of reference shall be reviewed annually.

These terms of reference were approved by the SCiP Alliance Board on: 8 July 2021

**Next review** is due on or before: 31 July 2022

Appendix: Current incumbents

As at: July 2021

**Members**

Person	Joined/left date

**Ex-officio members**

Organisation	Representative
Hub Leads Group Chair/ Vice-chair	
SCiP Alliance Director	Philip Dent
SCiP Alliance Head of Operations	Katherine Lawrence