

THE ZONE

Biddulph Youth & Community Zone

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Information Pack for Members

of Biddulph Youth and

Community Zone Advisory

Board.

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Background to Advisory Boards

The purpose of an Advisory Board

- To contribute to the development, progress and oversight of the centre's action plan.
- To work with the centre manager to identify local priorities through effective consultation.
- To work with the centre manager to agree objectives and developmental plans
- To monitor progress against performance outcomes
- To ensure services meet local needs and contribute to improving children's outcomes
- To facilitate effective engagement between the community and the children's centres in order to shape services.

Features of an Effective Advisory Board

- Working as a team
- Good relationship with the manager and staff.
- Being a 'critical friend'.
- Effective meetings
- Knowing the centres areas
- Identifying gaps in service for the local community
- Helping the community to reach its full potential.
- Sharing good practice with other advisory boards
- Mutual support to other advisory boards.

An Effective Board member

- Cares about improving outcomes for the community
- Works in or lives in the local community
- Wants to contribute to the local community
- Wants to work as part of a team and can value the contributions of different people
- Stands by collective decisions even if s/he holds a different point of view.
- Asks questions in a constructive not a confrontational manner
- Ensures that confidentiality is maintained at all times.
- Share his/her knowledge, experience and skills for the benefit of Biddulph Youth and Community zone as a whole and provide an independent view.
- Is enthusiastic, committed and available to attend meetings and training
- Feeds back to the local community and the agency they represent.

Advisory Board members roles and responsibilities

Roles and responsibilities

- Ensure the services meet local needs and contribute to improving outcomes for the community.
- Work with the centre manager to identify priorities through effective engagement and consultation
- Consider and make recommendations on objectives and the zones action plan
- Monitor progress through performance outcomes
- Be a voice for the zone within the local community

Strategic Role

Work with the management board and local authority to:

- Agree the Zones action plan.
- Contribute to the annual review of policies
- Review the use of budgets
- Respond to and participate in inspections including input into the development and maintenance of the self-evaluation

Monitoring and reviewing role

In conjunction with the MIB and local authority to:

- Monitor and review the Zones delivery plan
- Monitor and review policies
- Monitor and review Budgets
- Monitor and review impact
- Evaluate partnership working and contributions

Accountability Role

- Attend meeting on a regular basis
- Represent the local community
- Publish minutes
- Consult and involve the local community

Supporting Role

- Support and advise the manager
- Provide practical help and skills
- Promote the children's centre services
- Encourage further partnership working

Executive Role

- Support recruitment
- Support commissioning

Definition of Roles and Bodies within Biddulph Youth and Community Zone

Management Board

The board is responsible for the strategic direction which will determine the services to be offered through Biddulph Youth and Community Zone, and make sure they meet local needs and offer value for money.

It manages the service being provided, allocates the budget and employs the staff.

Advisory Board

A group of multi-agency stakeholders, including parents, community members and agencies. To ensure plans are in place to meet the needs of the local community. The role of the advisory board is to provide support and challenge; to work with the centre manager to identify priorities through effective consultation and engagement; agree objectives and development plans; monitor progress through performance outcomes; ensure the services on offer meet local needs and to facilitate two way communication between the community and BYCZ.

Biddulph Youth and Community Zone's Manager

Leads, strategically develops, implements, monitors and evaluates the work of Biddulph Youth and Community Zone. Develops and delivers the zones services according to local community objectives. Leads and manages the staff team and allocated budget. Provide visionary leadership and management for the Zone and to ensure that the service is managed and organised to meet identified aims and objectives.

Appendix 1 - Advisory Board Terms of reference

Terms of reference

Terms of reference for Biddulph Youth and Community Zone Advisory boards

Main purpose of the Advisory Board

The main aim of the board is to oversee, advise and make recommendations about the development and running Biddulph Youth and Community Zone on the following areas:

- To ensure that the local community and families are equal partners in the planning, shaping, implementation and ongoing development of services.
- To promote awareness and engagement with the Zones services by all members of the local community and relevant partner agencies/organisation.
- To support the development and implementation of the Zones Action plan, identifying priorities through effective consultation and engagement.
- To facilitate and encourage integrated working with all relevant agencies/organisations, promoting understanding and ownership of a common vision, including services required by the local community
- To facilitate and encourage integrated working with all relevant agencies/organisations, promoting understanding and ownership of a common vision, including services required by the local community
- To facilitate and encourage the collaboration and/or integration of services to improve accessibility to families.

Quorum

At least three members to be represented in order for each meeting to run.

Frequency of meeting

Minimum of three per year.

Decisions of the advisory board

Decisions are made in formal meetings. Advisory boards may have smaller groups that meet once or twice a quarter to explore issues in more depth than is possible at full meetings. Where the advisory board has given these groups the right to advise on behalf of the board, they have the status of committees.

They are required to:

- Carry out tasks specifically given to them by the advisory Board;
- Aid the work of the zone and report back to the advisory board.
- The number of committees depends on the advisory board and its needs.

Terms of Office

Will be a maximum of 5 years, at which point the advisory board member can stand for re-election.

Make up of Advisory boards

The board will comprise up to 15 voting members with representation as below, endeavouring to maintain a balance between the three groups regardless of the actual numbers.

- Parent/carer members. Where their attendance is not possible, feedback from the consultation with parents that will take place before the meeting is tabled.
- Members representing a range of statutory/multi-agency services
- Members representing a range of non-statutory and community services e.g private, voluntary and faith groups.
- Invited guests when specific topics are to be discussed.

The Zone's staff will be associate members not voting members.

Appendix 2

Making an application to be an advisory board member

Letters of interest can be sent to Biddulph Youth and Community Zone or the following application form can be completed and forwarded to Biddulph Youth and Community Zone Admin team. admin@bycz.org

Biddulph Youth and Community Zone Advisory board member application form.

I would like to be considered to be a member of Biddulph Youth and Community Zone Advisory Board.

1. Personal details

Full name _____

Address _____

Date of Birth _____

Telephone number/s _____

E-mail _____

2. How did you hear about the advisory board?

Are you willing to attend any related training?

3. Reason for Applying

4. Skills, Knowledge and Experience

Please tell us what skills, knowledge and experience you have that you can bring to the advisory board.

5. Equal Opportunities

Biddulph Youth and Community Zone is committed to providing equality of access to services for the community it seeks to serve.

We welcome applications from all members of the community regardless of race, colour, gender, sexual orientation, age and disability. In order for us to monitor the representation and encourage underrepresented groups to put themselves forward, please can you provide us with the following personal information:

Ethnic Origin:

- | | | | |
|----------------------------------|--|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Mixed | <input type="checkbox"/> Asian and Asian British | <input type="checkbox"/> Black & Black British |
| <input type="checkbox"/> British | <input type="checkbox"/> White & black Caribbean | <input type="checkbox"/> Indian | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Irish | <input type="checkbox"/> White and black African | <input type="checkbox"/> Pakistani | <input type="checkbox"/> African |
| | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Any other |

Gender:

- Male Female

Age Group:

- 18 - 30 31 - 50 51 - 65 65+

Disabilities

The Disability Discrimination Act (1995) defines a disability as: "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities". Do you consider yourself to have an impairment of this type? Yes No

If yes – please could you tick any of the following descriptions that may apply to you:

- | | | |
|---|--|---|
| <input type="checkbox"/> Mobility difficulty | <input type="checkbox"/> Learning difficulty | <input type="checkbox"/> Hearing difficulty |
| <input type="checkbox"/> Mental health issues | <input type="checkbox"/> Difficulty seeing | <input type="checkbox"/> Other |

This information will be handled sensitively to ensure you are supported appropriately.

Disqualification Criteria and Vetting

The following criteria apply:

- A Person is disqualified from holding or from continuing to hold a position as an Advisory Board member if they:
 - Are detained under the Mental Health Act 1983;
 - Have failed to attend three consecutive meetings;
 - Are subject to a disqualification order or disqualification undertaking under companies' legislation or an order concerning insolvency;
 - Have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body;
 - Are included in the list of those considered by the Secretary of State as unsuitable to work with children;
 - Are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
 - Are disqualified from working with children or from registration for child minding or providing day care;
 - Have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming or since becoming a member of the Advisory Board;
 - Have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
 - Have at any time received a prison sentence of five years or more;
 - Have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a member of the Advisory Board.

NB Advisory Board members who do not have an Enhanced CRB check undertaken within the previous three years, will be escorted at all times whilst on Biddulph Youth and Community Zone's premises.

Data Protection

The information that you provide on this form will be held in hard copy in a secure environment and destroyed once you cease to be a member of the Advisory Board. Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller.

Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a partnership board member and that in the event that I am appointed as a member, I will notify the chair / clerk of the board immediately should I become disqualified

during my term of office. I understand that it is an offence to serve as a board member whilst disqualified. I agree to the information given on this form being recorded and used in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

Signed.....

Date.....