

# Hub Leads Group Terms of Reference

Updated November 2024

### Vision

Thriving lives for Service children

### Mission

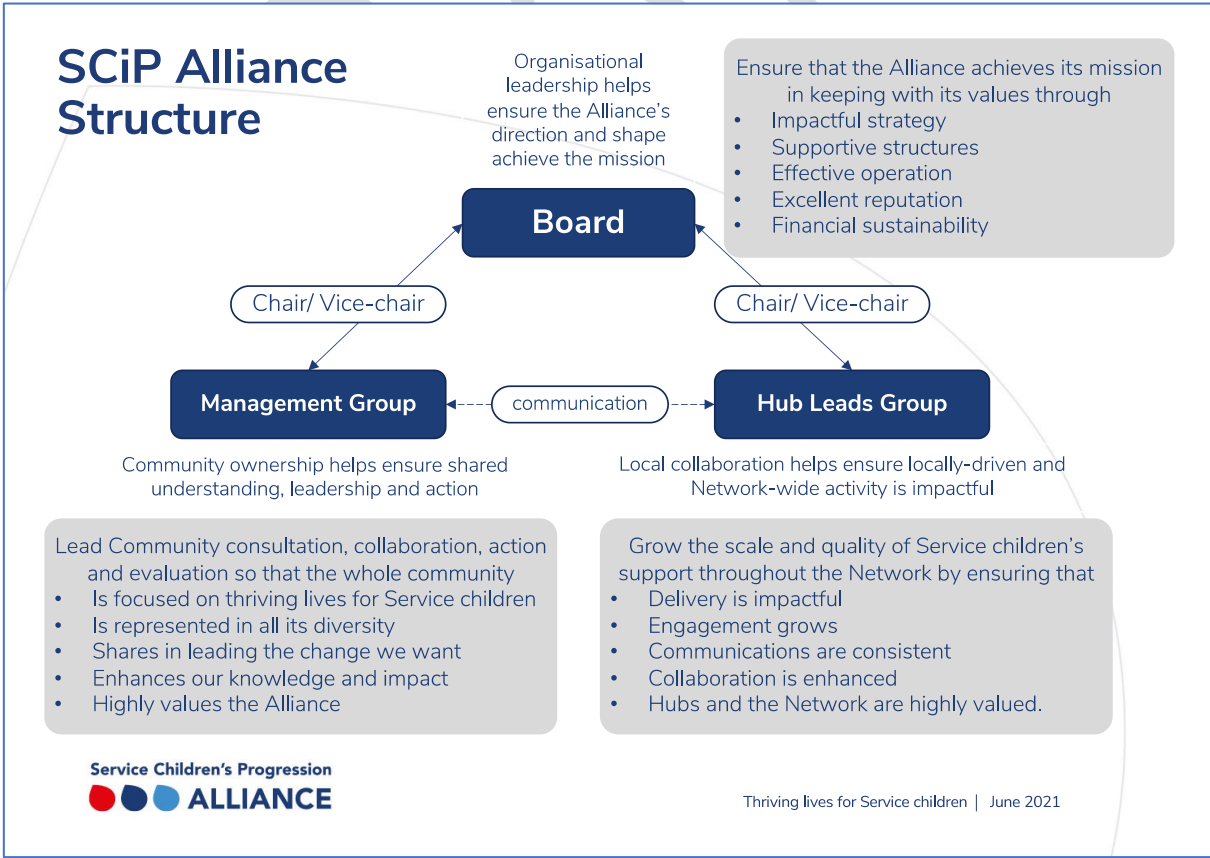
We bring together practitioners, researchers, policymakers and funders to build a stronger evidence-base, better policy and enhanced support for Service children's education and progression, placing their voices at the heart of all we do.

### 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.



## 1. Purpose of the Hub Leads Group

1. Grow the scale and quality of Service children's support throughout the Network by ensuring that:
  - Delivery is impactful;
  - Engagement grows;
  - Communications are consistent;
  - Collaboration is enhanced; and
  - Hubs and the Network are highly valued.

To this end, the Group shall:

2. Provide a supportive space for Hub Leads to share activity and challenges, collaborate on solutions, and develop individual Hub identity within a shared Network identity;
3. Develop, manage, monitor and evaluate Hub Network activity;
4. Champion the vision and mission of the Alliance and operate in accordance with its values.

## 2. Membership

Membership comprises the Hubs in the Hub Network, the SCiP Alliance team and the Ministry of Defence. Each Hub shall nominate up to three Co-chairs. One will attend Hub Leads Group meetings, and each Hub shall retain one permanent voting place in the group held by whichever is present or by the nominated Co-chair, if more than one are present. The MOD AFFS and the SCiP Alliance team shall nominate one representative and one reserve each.

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

### Members' Duties

Members shall faithfully and pro-actively:

1. Reflect the perspectives of the Hub members they represent;
2. Contribute to the group in ways that add value to the collective efforts of the Board and the Alliance and are in accordance with the Alliance's values;
3. Avoid, where possible, and declare to the Hub Leads Group any conflicts of interest;
4. Give sufficient time and energy to the role to discharge these duties appropriately.

## 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.

### 3. Chairing and representation arrangements

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

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

SCiP Alliance staff may not act as Chair.

The group will elect a member to represent them on:

- The SCiP Alliance Board
- The SCiP Alliance Management Group

Each of these representatives will serve a term of one year and may seek re-election for one additional term.

### 4. 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 three times annually. The Chair of the last meeting may call additional meetings or increase the normal schedule, as required.

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

The Chair of the last meeting 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 Hub Leads Group.

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

## 5. Reporting and communication

Agreed actions, resolutions and recommendations shall be recorded. Approved minutes will be made available to the Board and the Management Group. The elected representatives will report to the SCiP Alliance Board and the Management Group and will report to the Hub Leads Group the activity of those groups.

### Resignation and dismissal of members

#### Voluntary resignation

A member of the Hub Leads Group may step down at any time by writing to the hub Leads Chair outlining their request and date of departure. A discussion will then take place with the remaining co-chairs for the Hub region to confirm a replacement.

#### Involuntary resignation

The Chair or Vice Chair of the Hub Leads Group may remove a member of the group for any of the following reasons:

1. A member of the group has not attended two consecutive meetings without their apologies being accepted. In this situation the Chair or Vice Chair will contact the member to ascertain the reasons for the non-attendance and will then make a recommendation to the Hub Leads Group to allow them to remain or to suggest their removal.
2. There is a conflict;
3. Failure to comply with the agreed behaviours and standards set out in these Terms of Reference;
4. Failure to adhere to the SCiP Alliance values.

With approval from the Hub Leads Group, the Chair or Vice Chair will contact the member to discuss the decision for their removal from the group and the grounds on which it is based. The member will have the opportunity to present their case against removal to the Chair and Vice Chair.

## 6. Review

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

These terms of reference were approved by the SCiP Alliance Board on: 12th November 2024.

**Next review** is due on 12 November 2025

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## Appendix: Current incumbents

As at: November 2024

### Hub Leads Group members

Hub		
Cymru	Millie Taylor	
East Anglia	Katie Groves	Rachel Wier
West Midlands	Rachel Brookes	Gemma Kelly
South East	Gavin Delf	Angela Maxted
Lancashire and North West	Rebecca Steel	
Lincolnshire and East Midlands	Shaun O'Neill	
London	Bruce Holborn	Nicola Fear
Oxfordshire and Central England	Claudia Lusardi	Prahavi Osman
Scotland	Meg Thomas	Gerri Matthews-Smith
South	Tian Barratt	Nadia Lester
	Louise Whittaker	
South West	Andrew Wallis	Matt Gough
Yorkshire and North East	Louisa Dobson	

### Ex-officio members

Organisation	Lead	Reserve
SCiP Alliance	Victoria Fisher	Rachel Lad
MOD AFFS	Andrew Malcolm	Russell Collier