

# **Borehamwood & Elstree and Shenley Children's Centres Advisory Board Terms of Reference**

## **Purpose of Advisory Board**

The Advisory Board will be there to offer support and advice to Hertsmere Leisure as the Lead Agency. It will ensure that agencies work together effectively to improve all the five outcome areas of Every Child Matters for all young children in Borehamwood & Elstree and Shenley and in particular for the most disadvantaged children.

## **Objectives**

Working with local families, the wider community and local agencies to:

- Develop a shared vision
- Map current services for families in Borehamwood & Elstree and Shenley
- Identify gaps in services
- Develop a centre development plan

## **Deliverables**

To deliver Children's Centre with a friendly and stimulating environment for children and their parents/carers, offering the following range of services:-

- Outreach services for isolated parents/carers and children at risk of social exclusion
- Information and advice to fathers/mothers/carers on a range of subjects including local childcare and early years provision
- Support to childminders via a quality assured network, but also support to other childminders in the area
- Activities for children and mothers and fathers/carers, e.g. stay and play, parent groups, drop-in sessions
- Links with Jobcentre Plus to encourage and support labour market participation by parents/carers who wish to consider training and employment.
- Access to community health services

## **Meetings**

Meetings will be held termly, with extraordinary meetings to be called if necessary.

## **Membership**

Representatives from:

Parents  
Hertsmere Leisure  
Hertsmere District Partnership Team (CSF)  
National Childminding Association  
Local Childminders  
Extended Schools  
Primary Schools  
Libraries  
Local early years settings  
West Hertfordshire PCT  
Homestart  
Community Action Hertsmere  
Local Councillors  
Faith Groups  
Police  
MAPs Team

In addition, specialist advisors may need to be invited on occasion for particular issues.

The Advisory Board will liaise with the following groups, as appropriate. They will include;

Maternity Services  
CAMHS  
Adult Learning  
MENCAP  
Speech Therapy Services  
Women's Refuge  
Grandparents Association

## **Lead Agency**

Hertsmere Leisure is the Lead Agency for The BECC, Borehamwood Link and Shenley Children's Centre.

'The Lead Agency for each individual Children's Centre community will be responsible for ensuring the delivery of core services and the centre development plan. In addition to core services, Lead Agencies will develop services and plans in the context of the needs of their local community, other partners from all sectors and most importantly children, parents and community groups'.

Hertfordshire County Council

## **Chair**

At the first meeting we will ask for nominations for the Chair but in the meantime Liz Applin, Hertsmere Leisure Children's Centre Director, will 'act' as Chair.

## **Decision Making**

The Advisory Board has an advice, support giving and challenge role. Decisions should be made by consensus. Key decisions will be taken by Hertsmere Leisure in consultation with their Board of Trustees and the Sure Start Unit at Hertfordshire County Council.

DRAFT