

Terms of Reference

PB1 and Furzeffield Children's Centres Advisory Board

Purpose

The function of PB1 and Furzeffield Children's Centres, covering Potters Bar and South Mimms, Advisory Board is to:

- Define a vision, aims and action plans for services children aged 0-5 years and their families in Potters Bar and South Mimms.
- Set out needs and priorities based on audits, mapping and consultation programme findings.
- Offer support, advice and challenge to Hertsmere Leisure as the Lead Agency of PB1 and Furzeffield Children's Centres.
- Facilitate and guide external funding opportunities.

To this end, the partnership will;

- Develop an appropriate action plan which meets the needs identified by its members of the 0-5 age group.
- Share knowledge and expertise.
- Seek ways of pooling resources to the maximum effect through joint working.

Membership

It will aim to have representatives from the following disciplines

Parent representatives
Police
School
Local early years settings
Faith groups
Hertsmere District Partnership Team
Hertsmere Leisure Children's Centres
Health

Local voluntary sector
Other statutory agencies with an interest in children

The role of an Advisory Board member is to:

- Attend meetings on a regular basis.
- Contribute to informing and developing a Children's Centre Plan and annual reviews.
- Actively input relevant information into discussions.
- Actively participate in decision-making within the meetings.
- Undertake tasks agreed during meetings.
- Report back on actions arising from previous meetings.
- Represent the views of the Advisory Board at other meetings as appropriate.
- Cascade information from the Advisory Board to other staff and members within their organisation or networks.

Meetings

The Advisory Board meetings will initially be quarterly and this is open to review. The duration of each meeting will be no longer than 2 hours. If a member cannot attend a particular meeting a representative can attend on their behalf. Apologies should be sent to the local Children's centre Team Leader Davina Wilson on 01707 658 547.

Chairing

The chair shall be elected by a show of hands annually by the members of the group attending the annual meeting.

The Acting Chair of the Advisory Board will be Liz Applin, Hertsmere Leisure Children's Centre Director.