



LOCAL ADVICE NETWORK

TERMS OF REFERENCE

These draft terms of reference are provided in order to help Local Advice Networks develop. They are not intended to be prescriptive and it is expected that each LAN will develop according to local priorities and activity.

1. Purpose of the Local Advice Network

To bring local advice organisations together, to build relationships between them and to identify and implement activity together which will make the most efficient use of scarce resources for mutual benefit.

2. Timeframe and Review

The Local Advice Network will meet for at least two years (eight meetings) and may agree to continue after the end of the Connecting Advice in Dorset project, at which point the Terms of Reference will be reviewed.

3. Members

The Local Advice Network will be made up of organisations providing advice in social welfare law to clients in the local area. The Network may also wish to include organisations working with clients who have advice needs.

The Connecting Advice in Dorset Project Manager and/or the CAiD Executive Manager will attend the initial local meeting and thereafter may attend by invitation.

4. Chair

The Local Advice Network meetings will be chaired initially by a representative from the local Citizens Advice Bureau. The Network will elect a chair by the end of December 2014.

5. Meetings

The Local Advice Network (LAN) will meet quarterly:

- Six-monthly (as part of the area-wide meetings organised by the Connecting Advice in Dorset project)
- Six-monthly (a local meeting organised by the LAN chair with administrative support from the Connecting Advice in Dorset project)

6. Secretariat:

The Chair of the Network will ensure that proper notes are made of all its meetings and intended actions. Copies of all such notes shall be provided promptly to the members and to the Connecting Advice in Dorset Project Manager.

7. Confidentiality

All members of the Local Advice Network will from time to time be witness to or a part of discussions that are of a confidential nature. This could be related to individuals or organisations. Members who are entrusted with confidential information are to acknowledge their personal and legal responsibilities and must regard all information to which they have access or receive as a result of their work as confidential.

Whilst much of the information received or discussed at meetings may not be of a confidential nature, members are expected to act in a respectful, sensitive and professional manner at all times.

8. Conflict of Interest and Loyalties

From time to time, discussions held within the meetings may put individuals in a position where there is a conflict of interests or loyalties. On these occasions, members are expected to declare other interests and on occasion this may result in members being asked to leave the meeting room until the topic has been discussed.

Any known conflicts of interest should be noted at the beginning of meetings.

9. Data Protection

All recorded personal data, whether electronic, including websites and emails, paper-based, photographic etc., from which any individual's information can be readily extracted, is to be stored and used if appropriate and in accordance with the Data Protection Act 1998 (and subsequent amendments).

10. Equality and Diversity

We value diversity and want to make sure that equality of opportunity and appreciating diversity become central to all that we do. The Local Advice Network will work to embed equality, diversity and inclusion matters into and across all areas of our work, development and delivery. We will adopt practices that enable transparency, equal opportunity and respect for each other as colleagues and partners.

11. Positive Partnership Working

It is the aim of the Connecting Advice in Dorset project to promote positive partnership working between colleagues and organisations. It does this by encouraging all members to contribute towards discussion and decision making within a respectful and inclusive environment.

Where any individual feels that the confidentiality has been broken or the conflicts of interest not declared, colleagues will be encouraged wherever possible to resolve the matter in as an informal manner as possible. Where communications break down, the matter must be taken to the chair for consideration.

12. Date of agreement of Terms of Reference

Tbc


Citizens Advice in Dorset
The charity for our community *in partnership with:*




Ansbury
Quality Careers Advice and Guidance
Part of Continuum Consortium

