

7.2 Practitioners Forum Terms of Reference Template

Purpose

- To provide an opportunity for the centre manager to inform and consult all those providing services through the centre .
- To bring together all service providers to enhance their understanding of and enable their contribution to the decisions taken by the centre manager and the partnership board.

Principles

- This Forum is the responsibility of the centre manager/co-ordinator. It cannot be delegated.
- The individual and organisational perspectives of members should be shared in this group. Case information, successes and concerns, training offers and needs, planning will be among the strategic and operational issues the group will need to discuss.
- Individual contributions will be confidential
- The Centre Manager (and Practitioners' Forum Representatives) will agree a report summarising the outcomes of each meeting to be shared with the Partnership Board and available on request to all providers.
- All members will have equal status
- The Practitioners Forum should have an open and honest approach
- Members will listen to each other and respect others views at all times

Tasks

- To ensure information flow and sharing of opinions between practitioners
- To act as a consultation group for new developments in the centre and in the delivery of services in the community and more widely
- Nominations to the Partnership Board will be sought from this group. Where nominations exceed the places available, an election will be held.

Membership

- Practitioners i.e. everyone working with children in a setting within the notional catchment area is eligible for membership of the Practitioner's Forum. They may be paid or voluntary.
- If a parent/user/carer of the centre is a volunteer, they are eligible for membership of this group. They may also attend the parent's forum. The category of their membership on the Partnership Board will be decided by each of the forums i.e. whether they serve the board as a parent or as a provider.

Procedures for Meetings

- Individual members' opinions should be confidential
- The forum will meet termly and dates will be agreed as far as possible in advance to maximise attendance
- The Practitioner(s) elected to the Partnership Board will be expected to attend both the Practitioner Forum and Partnership Board meetings or show there is a clear line of communication between the two.
- The Centre Manager will arrange the chair, agenda and note taking at the meeting