

Terms of Reference

Central Advisory Group

Purpose

- To support and guide the organisation under the supervision of the Operations Manager and Project Support Manager following the terms of reference set out for the Central Advisory Group
- To identify service improvements including policies, service design and business plan in partnership with staff
- To communication between local group and Central Advisory Group

Membership

- Minimum of 4 members
- Maximum of 14 Members
- Members must be active Service Users/Staff of Mind BLMK

Responsibilities and Expectations

- To attend the Central Advisory Group every quarter for two hours
- An understanding of how Mind BLMK operate
- Good communication skills
- Agree to the Terms of Reference set out

Recruitment of Steering Group Members

- Central Advisory group members will be expected to complete an application form
- Central Advisory Group Members will be asked to attend a short, informal interview
- Successful Central Advisory Group Members will have to complete the organisations Voluntary Induction process which includes Mind BLMK obtaining an advanced DBS and 2 satisfactory references

Review of Membership

- Membership may also be reviewed where necessary by the Operations Manager or Project Support Manager through an appropriate process