

ADVICE MANAGEMENT GROUP

Bedford Borough

Terms of Reference – 2011/12

Background

The Advice Management Group (AMG) has been set up to oversee the implementation and delivery of the Advice Strategy for Bedford Borough on behalf of the Bedford Borough Partnership Board.

Although the current Advice Strategy focuses solely on social welfare advice and information, in its work the AMG will also begin to incorporate advice and information relating to adult health and social care, and to children and families.

Role of the AMG

- To have a strategic overview of advice services and advice provision in the Borough
- To be responsible for the implementation, delivery and development of the Borough's Advice Strategy – following the vision, principles, strategic aims and recommended action from the Strategy
- To monitor progress on delivery of the Advice Strategy against the agreed Action Plan
- To act as the “Champion for Advice” and be the voice for local advice services.
(NB It is expected that all AMG members will take on this proactive role and be ambassadors for advice services in their own sphere)
- To seek and allocate resources to support the work of the AMG and the local advice sector
- To report back on delivery of the Advice Strategy, and make recommendations regarding local advice provision, to the Social Inclusion, Community Cohesion and Culture Thematic Partnership and to the Bedford Borough Partnership Board
(NB Reporting to the BBPB will be undertaken either by the AMG Chair or the SICCTP Chair)

Membership

The AMG will have a membership of up to 10 members with places for:

- Up to 4 representatives from **Bedfordshire Advice Forum**
- Up to 3 representatives from **Bedford Borough Council**
- Up to 3 representatives from **other stakeholders** recommended by Bedford Borough Partnership Board

Other relevant partners and guests may be invited to attend, or be sent details of, AMG meetings without becoming members as such.

Chair

The current Chair of the AMG is **Lorraine Gunther** (Bedford CAB)

Facilitator

Bedford Borough Partnership Board has commissioned Bedfordshire Advice Forum to facilitate the meetings. **Len Simkins** (from Infotrain) has been appointed to do this work on behalf of BAF in 2011/12.

The facilitator will arrange the AMG meetings, provide supporting documents for discussion at the meetings, and produce minutes of the meetings.

AMG meetings

AMG meetings shall be held at least 3 times year.

Agendas for meetings will be sent out at least a week before the meeting. Minutes will be produced and circulated within two weeks of the meeting.

If a matter cannot be agreed unanimously at a meeting, and a vote needs to be taken, each member of the AMG will have one vote.

Review mechanism

The Advice Strategy and current Action Plan will be reviewed at the end of 2011/12 and a new Action Plan will be developed by the AMG for 2012/13. The revised Action Plan will be submitted to the Bedford Borough Partnership Board for approval.

These terms of reference will also be reviewed and developed by the AMG at the end of 2011/12.

November 2011

The members of the AMG in 2011/12 are:

- **Wendy Anderson-Welsh** – BAF (and Bedfordshire Race and Equalities Council)
- **Mags Brady** – BAF (and Polish British Integration Centre)
- **Lorraine Gunther** – BAF (and Bedford Citizens Advice Bureau)
- **Jo Hawthorne** – Bedford Borough Council
- **Lee Phanco** – Bedford Borough Council
- **Sharon Simpson** – Bedford Borough Council
- **Nicky Dahl** - bpha
- **Martin Westerby / Jackie Golding** – NHS Bedfordshire

AMG meetings are:

Organised by



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