

The Learning Network Terms of Reference

The Terms of Reference (TOR) set out the working arrangements for the Learning Network.

1. Purpose of the Learning Network

Improve the way that information ('data' and 'voice') is defined, collected, and used in local and national Government, with the aim of improving outcomes.

- Understand and evaluate systems and practices on effective use of data and voice information in children's services
- Build capacity in three main areas: Defining and measuring need; voice and co-production; data access and analysis
- Test and refine the learning generated

2. Term

This Terms of Reference is effective from 15th November 2022 and continues until the completion of the programme on 30th September 2026.

3. Membership

The Learning Network Group will comprise of the following local authorities:

▪ Torbay	▪ Somerset
▪ Coventry	▪ St Helens
▪ Newham	▪ Wiltshire
▪ Wigan	▪ Swindon
▪ Brent	▪ Birmingham
▪ Brighton & Hove	▪ Newport
▪ Portsmouth	▪ Camden
▪ Islington	▪ Stockport
▪ Manchester	▪ Lincolnshire
▪ Staffordshire	▪ Leicester

4. Roles and responsibilities

Learning Network members are to:

- Become one of 20 members of a Learning Network made up of senior practice and information management professionals in children's services
- Support innovation and learning amongst other local authorities and partners by helping to shape and inform dissemination to the wider sector
- Connect with other local authorities and peers interested in being at the forefront of developments in information use for positive change in policy and practice
- Enhance capabilities and skills for working collaboratively within your authority, spanning boundaries between practice and data management
- Co-create new tools, templates and methods that will help to improve the collection and use of data and voice information, its quality and how it is used to inform policy and practice

The Learning Network can expect:

- Each member to be a local authority with two named participants, always comprising of one person from a senior practice leadership role and one person from a data and information management/leadership role
- Each member will need to provide a named senior contact, and inform Research in Practice when individual participants change (naming substitute participants)
- Every member must be able to take part in two Learning Network events per year (April and November)
- To share all communications and learning outputs with your own organisation, and making links with others wherever possible
- Wholeheartedly champion the Learning Network and wider programme within and outside the Learning Network's activity

The Learning Network can expect of us:

- Support between meetings and facilitation of a Community of Practice
- To be provided with accurate and meaningful information in a timely manner
- To be given reasonable time to make decisions
- Open and honest discussions in the spirit of collaboration
- To be alerted to any risks or changes to the programme if they were to arise

5. Meetings

- All meetings will be facilitated by Research in Practice
- Meeting agendas and communications will be provided by Research in Practice
- Meetings will be held online unless otherwise specified.

6. Amendment, Modification or Variation

The ToR will be reviewed and refreshed every 12 months.