

**THREE RIVERS  
ADULTS WITH COMPLEX NEEDS (AWCN)**

**Draft Terms of Reference  
March 2021**

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# 1 Purpose of the AWCN

The Adults With Complex Needs Group (AWCN) is a working group of the Three Rivers LSP that works to improve the quality of life for the people of Three Rivers. The purpose of this group is to work in partnership with representatives from key service providers – public and voluntary – on areas of local service provision that need most improvement, and that can be delivered through local partnership working. Through partnership working we will ensure that the following fundamental principles are applied to all work of the AWCN group:

- Promote access to and on-going participation in existing services
- Target services in areas of greatest need and towards groups of greatest need
- Review the key priorities and changing need within the community
- Identify and find solutions for gaps in service provision

The AWCN will work in tandem with the Families First Partnership and Community Safety Partnership to meet the specified goals of the community strategy.

# 2 Objectives of the AWCN

In order to achieve the above, the AWCN will:

- a) Be an inclusive body of organisations / groups, representative of all sectors, which have a focus on individuals with complex needs in the district.
- b) Identify shared and agreed outcomes which reflect local needs and service priorities, and which focus on those outcomes which only a partnership can achieve.
- c) Work in partnership to ensure that local people receive the best possible services.
- d) Identify local joint priorities and contribute to the community strategy action plan to help to inform and promote access to services for residents across the district, as well as developing new services where need is identified.
- e) To be responsible for co-ordinating and monitoring the AWCN areas of the Community Strategy Action Plan for Three Rivers.
- f) Develop and implement partnership projects to encourage and facilitate agencies to work collaboratively to develop new services where need is identified.
- g) Work with existing Partnerships, networks and consultative groups in a way that adds value, rather than duplication.
- h) Identify resources – both new and existing – to underpin the outcomes agreed within the Community Strategy of the LSP.
- i) Ensure that its activities are in line with government guidance, and complement the work of the many countywide partnerships.
- j) Review the vision and target outcomes annually through a set of performance measures to evaluate improved outcomes with regards

- k) Respond collectively to new and emerging needs within the Community, including responding to local and national emergencies.
- l) To advise the Three Rivers Local Strategic Partnership on issues relating to Adults with Complex Needs.

### **3 Organisation of meetings**

- a) AWCN will hold closed meetings where in order to discuss issues of a sensitive nature in line with guidance of part 2 meetings of Three Rivers District Council and the Information Sharing Agreements in place with partnerships in Hertfordshire and Three Rivers.
- b) The group meetings will be serviced by officers of Three Rivers District Council. Agenda and minutes will be provided to the representatives prior to each meeting.
- c) The AWCN group will hold four quarterly meetings a year.
- d) The meetings will be arranged and supported by Three Rivers District Council. Meeting dates for the next quarter will be agreed on the quarterly meeting.
- e) The AWCN meetings will take place virtually or at a venue decided by the group members.
- f) All partners will have equal rights and representation. To ensure this, partners may send substitutes from their organisation. Substitutes must be fully briefed before meetings and Three Rivers Community Partnerships informed of their attendance.
- g) AWCN decisions should be made by consensus. Key decisions will be ratified by Three Rivers Local Strategic Partnership. In the unlikely event that consensus cannot be reached, decisions will be made by voting on the basis of one vote per agency.
- h) Group members only are allowed to vote. Their substitutes may vote if they have been notified in advance to Three Rivers Community Partnerships.
- i) The group may invite other partners to be in attendance at the Quarterly group meetings so that they can participate in the discussions of the group. Three Rivers Community Partnerships must be informed of their attendance.
- j) The Group will elect a chair and vice-chair on an bi-annual basis.

### **4 Membership and Membership Review**

- a) Membership will be drawn from the public, voluntary and community sectors and will focus on those directly involved in addressing poverty in the District.
- b) The group will invite other representatives to attend the group on as appropriate to needs of the agenda. Three Rivers Community Partnerships informed of their attendance.

- c) Agencies represented in the AWCN group will be responsible for appointing a representative to attend AWCN meetings, and to act as a contact point for AWCN work.
- d) Members of the group must have the appropriate authority to speak for the organisations they represent; to sign up to the vision and outcomes agreed for district of Three Rivers.
- e) Members of the AWCN from the Statutory Sector will be nominated by the relevant organisation.
- f) Membership should be reviewed in accordance with government guidance and with the 'outcomes' stated in the Community Strategy. This will be done every two years when the Terms of Reference are reviewed. Any additional members will be invited by the Chair after AWCN group approval
- g) Members of the AWCN group are expected to attend meetings on a regular basis. Continuous representation from partners is necessary. Therefore if a statutory organisation fails to be represented at three consecutive meetings, the Chair of the AWCN will write to the organisation requesting attendance / representation.
- h) Succession Planning – as a way of ensuring continuous representation from organisations, and to develop people who may succeed a colleague on the AWCN, members are able to bring a 'guest' to the AWCN meetings by way of introduction, where the guest can gain knowledge in a supportive manner. Guests' attendance should be agreed in advance, and their position made clear at the subsequent meeting.
- i) Appendix "A" provides a proposed list of members of the AWCN group

## **5 Role of AWCN Group Members**

The role of AWCN group members will be to:

- a) Contribute to the work of the group and its development by participating in the decision-making process, contributing to debate which will help to develop the working group to achieve specific goals of the LSP.
- b) Maintain knowledge of emerging policy and best practice in their area of responsibility, which has a bearing on the work of the AWCN, and share this with other members of the group.
- c) Represent the AWCN at other meetings when required (district, county, and region).
- d) Develop and agree 'Outcomes' towards the Community Strategy action plan which are SMART (specific, measurable, achievable, resourced, time-scaled).
- e) Identify resources – financial and other, which can be pooled, from within their respective organisations and which will assist the AWCN to achieve its shared outcomes and goals of the LSP.
- f) Attend AWCN Meetings on a regular basis.

- g) Monitor progress and delivery against agreed outcomes, and evaluate success on a regular basis.
- h) Report and communicate arrangements of the work of the AWCN within their respective organisations and networks.
- i) Ensure engagement with community networks and existing County-wide and sub county partnerships, so that emerging issues are brought to the attention of the group.
- j) Be aware of cross-cutting issues and be responsive to the needs of socially excluded or disadvantaged groups.

## **6 Monitoring, Review and Evaluation**

The AWCN will undertake a review of its work reporting to the Local Strategic Partnership on its progress towards the Community Strategy and its Action Plan to further outstanding work.

## **7 Review of the Terms of Reference**

The Adult With Complex Needs Group will review the terms of reference every two years.

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## **Appendix A – Organisations of the AWCN**

1. Three Rivers District Council ( Community Partnership & Housing)
2. Thrive Homes
3. Watford Community Housing
4. Home Group
5. Catalyst Housing
6. Herts MIND Network
7. ASCEND
8. Watford and Three Rivers Trust.
9. Three Rivers Citizens Advice Service
10. West Herts College
11. DWP – Job Centre Plus
12. PCNs/ HCNS Representatives
13. Mill End Community Trust
14. South Oxhey Food Bank
15. Mill End Community Centre
16. CGL
17. Herts Fire Service
18. Three Rivers Learning Partnership
19. Small Act's of Kindness
20. A Slice of Happiness
21. Watford Mencap
22. Princes Trust
23. Royal British Legion

