**BOROUGH ESOL NETWORK**

**TERMS OF REFERENCE**

**CONTEXT**

This group, BOROUGH ESOL Network, has been formed as a result of strong interest from ESOL providers and organisations supporting people with English Language needs in BOROUGH, in networking, joint coordination and sharing information and good practice. The group’s work will contribute to supporting residents into work and training, one of the top four priorities identified in BOROUGH Action Plan [Relevant strategic document].

**RATIONALE**

To provide an impartial and proactive networking group which includes providers, both large and small, and other third sector organisations offering support and meeting the needs of a range of client groups including new residents, migrants, established communities, asylum seekers and refugees.

To provide a forum for cross-borough collaboration, networking and joint coordination to improve access to and progression from ESOL provision for adults with English Language needs in BOROUGH. All activities, direct and indirect, will focus on achieving positive outcomes for people with English Language needs.

**NEUTRALITY STATEMENT**

Chaired by and administrated by ENTER, in its work, the BOROUGH ESOL Network will ensure activities and opportunities are shared with members impartially, without bias to any one or type of organisation. The needs of people with English Language need in BOROUGH. will be at the centre of all decision-making. Members will be invited to provide regular feedback on their experiences and contribute to the shape and direction of the group. We will commit to ensuring membership is representative of the range of organisations supporting people with English Language needs in the borough.

**SCOPE**

**Provide a forum for effective networking for organisations supporting people with English Language needs**

• To organise regular meetings and information sharing events.

• To organise shared training events.

• To actively engage and be inclusive of a range of diverse organisations.

• To share communications and information via a range of accessible methods.

• To identify and learn from good practice in networking.

**Improve the quality of ESOL provision in** BOROUGH

• To share ideas, resources and best practice to improve the quality of ESOL provision and practice across the borough’s formal and informal ESOL providers.

• To support and capacity-build newer or smaller ESOL providers in the borough, through networking, training and development opportunities.

• To explore funding streams to expand the training and development opportunities made available.

**Improve access to ESOL provision for people with English Language needs**

• To collate and share information from providers on ESOL provision for referral purposes.

• To promote referrals between providers in The Network, where suitable provision is not immediately accessible to learners at their own organisation.

• To track positive outcomes by which to assess the effectiveness of the

group’s activities.

• To develop links and referral partnerships with organisations which offer provision and services relevant and accessible to people with English Language needs.

• To explore, promote and where appropriate, jointly apply for funding which improves the availability and suitability of ESOL provision in in the borough.

**Improve the planning of ESOL provision**

• To maintain an accurate picture of the borough’s current ESOL landscape in order to reduce duplication of provision and increase progression pathways.

• To identify demand for ESOL in the borough.

• To share relevant data which improve the evidence-base for planning provision.

• To identify areas of unmet need and work collaboratively to fill these gaps in provision.

• To identify and develop suitable progression pathways for ESOL learners into further or higher education, volunteering or employment as appropriate.

**Support policy development on ESOL**

• To provide a forum for the dissemination of relevant research and reports.

• To provide a forum for discussion on issues and policies affecting people with

English Language needs, and organisations supporting them.

• To promote and enhance the profile of ESOL in the BOROUGH..

• To inform ESOL policy at a local, sub-regional, regional and national level.

**MEMBERSHIP ELIGIBILITY**

Network meetings are open to all organisations which cater for people with English Language needs in BOROUGH. Prospective members should in the first instance contact the Chair for admittance.

We will seek to ensure that the core group consists of **organisations which represent the full range** of people with English Language needs in the borough, including but not limited to:

1. People with ESOL needs who **are not aware** ESOL provision is available/accessible to them

2. People with ESOL needs who **currently do not want to engage** in ESOL

learning

3. People with ESOL needs who are **unable to access** ESOL learning

4. People who are **currently engaged** in ESOL learning

5. People who have **completed their** discrete ESOL learning journey

At appropriate intervals guest speakers will be invited to present at meetings, where the information is likely to enhance and improve practice and collaboration.

**COMMUNICATION Meetings**

TEN-H meetings will take place on an approximately monthly basis. Dates and times for the academic year are shared at the beginning of the academic year, and members are invited to provide suggestions for themes or topics for each session in advance. Agendas and meeting minutes will be prepared for each session and shared with all members. Where a member is unable to attend, they should endeavour to send a representative in their place.

**Sub-groups**

Where members opt to collaborate on particular areas of work, sub-groups may be formed. Additional meetings may take place for this purpose. Updates to the main group at relevant intervals will be provided to allow for others with an interest in the area of work to join or contribute.

**Newsletter**

A monthly newsletter will be made available to all members and referral organisations to increase the reach of useful information.**Directory**

Members will be invited to join or submit updated information to The Directory of ESOL Provision in June/July of each academic year. A finalised list will be shared with members in September/October. The Directory of provision will be refreshed and shared termly.

**Feedback**

At regular intervals, members will be canvassed for their views and feedback on the group’s activities, to ensure they are fit for purpose and inclusive of the full range of organisations representing ESOL learners in the borough. This may be via polls, surveys and feedback forms.

**RESOURCES**

Membership of the group and attendance are on a voluntary basis.

Resources from the group may be used and shared subject to the express permission from the authors.

**CURRENT MEMBERSHIP**

ENTER

**SUB-GROUPS AND MEMBERSHIP**

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| --- | --- | --- | --- |
| **DATE FORMED** | **STATUS** | **AREA OF WORK** | **MEMBERSHIP** |
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**Keys**

Active: work on-going and open to new members. Closed: work completed. Request products.

**PRIVACY STATEMENT & AGREEMENT**

Information on the membership of The Network (organisations and representatives) will be recorded on meeting minutes and within the Terms of Reference (organisations). Meeting minutes will record information shared, while refraining from identifying individuals and/or organisations where possible. Minutes will be shared with members of the TEN-H Meeting Group only. Where sharing specific information on individual or organisations is considered beneficial, express permission will be sought from the member/s.

Contact information provided by members will be used by HALS for purposes related to administrating meetings and The Network. Occasionally, this may include research activities which will seek to collect feedback and suggestions on the activities of The Network. Information on membership and/or contact information will not be shared without the express permission of members being sought first.

**All Meeting Group members will be asked to abide by the group’s Privacy Agreement.**

**DOCUMENT HISTORY**

Once agreed, the Terms of Reference will be reviewed toward the end of each academic year, to ensure the goals and objectives remain fit for purpose and representative of the group’s work.

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| **CHANGE** | **DATE** |
| TOR agreed at first meeting  | DATE |
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