

## Digital Innovation Advisory Group

### Terms of Reference (August 2019)

#### General

Family Lives believes that families should have access to active support and understanding. We build better family lives together.

During a strategic review in 2018, Family Lives identified that digital innovation was a potential area of growth to address both some of the capacity issues we are currently experiencing, and also to look at innovation in terms of supporting families in the ways they might expect in a more digitalised world.

#### Purpose

The Digital Innovation advisory group advises the Digital Innovation project team and influences how Family Lives' digital vision and strategy are developed.

#### Objectives

- Support Family Lives in its strategic aim to: 'Make sure families can access help in the way they need at the right time' through digital innovation
- Act as an advocate for Family Lives' work
- Advise on the development of Family Lives' digital strategy
- Ensure that the Digital Innovation project team is kept informed of major developments in the digital world
- Serve as a channel of professional advice within the areas of expertise represented on the group
- Offer insights and identify new opportunities and trends
- Create links between Family Lives and the communities within the relevant digital sectors for whom our work has particular relevance

#### Membership

- The Digital Innovation advisory group will consist of a maximum of ten members (including the Chair), comprising two family representatives, two volunteers, two trustees and at least two external experts.
- The advisory group will run for three years with the members serving a term of three years
- The Secretary is the Director of Policy and Engagement but is not a member of the group
- The Secretary may nominate another member of staff to assist them in carrying out his/her functions, with the exception of signing letters of appointment
- The members are generally invited to join in a personal capacity rather than as a representative of their employer
- The members are recruited through an open and transparent process and are not remunerated

## Meetings

- The Digital Innovation advisory group will normally meet three times per year. The number of meetings called is at the Secretary's discretion in consultation with the Chair
- The group will be provided with a meeting schedule and a forward plan of agenda items
- The papers should be circulated at least one week before each meeting
- After each meeting, minutes will be prepared by the Secretary and reviewed by the Chair before they are circulated to the members, no later than one month after the meeting
- Meetings will be held in a central London venue, with teleconference facilities available as required

## Communication channels

- The Secretary is the principal recipient of the group's advice and is responsible for providing feedback to the group on how its input has influenced thinking on the Digital Innovation Project Group. The feedback will be captured in the minutes
- The Digital Innovation advisory group has access to the Board and senior managers through the Secretary who is also Director of Policy and Engagement
- The Secretary should liaise with the member of the group sitting on the Board of Trustees to identify opportunities to engage the Trustees with the work of the group, for example by inviting them to join the group's meetings
- Communications for the group (meeting documents and notes) will be sent using Microsoft Teams and/or email

## Review

The Terms of Reference of the Digital Innovation advisory group will be reviewed at least annually by the Secretary.

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