Hub Development Group

Terms of Reference

Name of group: Hub Development Group (HDG)

Core Purpose:

- The Hub Development Group is an advisory board with the purpose of helping to support and improve existing projects and activities that Oasis Hub Bath deliver, as well as supporting new and emerging ideas endorsed by the Hub Leader and wider Hub team (staff and volunteers).

Membership:

- Membership of the group is by recommendation from the Hub Leader to the Oasis Hub Bath trustees, who hold authority to appoint and remove members from the group. The group is open to anyone with suitable knowledge and experience in relation to the core purpose of the group.
- Members are required to sign an Oasis code of conduct. If a member breaches this code of conduct or acts in a way that is contrary to the Oasis ethos at any time, the Hub Leader and trustees retain the right to revoke the membership of the individual from the group.
- The group should be made up of 4 – 8 people.
- Individuals who are on the wider staff team or from the Hub alongside representatives from other organisations may be brought in on a temporary or one-off basis. This may be to access support with problem solving, share new ideas or projects or provide specialist advice and guidance, by prior agreement of the group.
- Membership will be reviewed annually, but there is no time limit on involvement.

Responsibilities and Accountability:

- Attending HDG meetings which are held once every 6 weeks, as well as using other communication methods between meetings such as email and Slack.
- Completing any agreed actions between meetings and feeding back to the group as appropriate.
- Responding to communication received from the Hub Leader, group members and Oasis Hub Bath trustees.
- Individual group members are accountable to the Hub Leader and Oasis Hub Bath trustees.

Meetings:

- Meetings will be held every 6 weeks in the home of a group member, online or using a hybrid format if needed.
- The Hub Leader will organise the meetings and set the agenda for them, communicating the agenda in advance of meetings.
- Meetings will take the format of group discussion and conversation.
- A designated HDG member will take minutes and the Hub Leader will take responsibility for the safe keeping and distribution of the minutes and any related actions.
- If less than four members can attend a meeting, then it should be rescheduled.

Sharing of information and resources (including confidential materials):

- Group members will share resources via their Oasis email accounts, Slack and at meetings.
- All materials and communications related to the group should be assumed as confidential.
- Confidential materials must not be shared beyond the group without the permission of the Hub Leader.
- Formal decisions should be made where possible during HDG meetings. Other methods of communication such as Slack and email can be used if a more immediate response is needed.

Definition of terms:

- Oasis Hub Bath: 'Hub' is the umbrella term for any Oasis activity in Bath, and refers to the charitable company set up by Hay Hill Baptist Church and Oasis UK to deliver community work in Bath.
- Slack is a messaging app and website used by Oasis Hub Bath staff and volunteers.

Review:

This document was created in January 2023 by the Oasis Bath Hub Leader and should be reviewed in January 2024. The review process should involve discussions at a HDG meeting, with any changes agreed by the Hub trustees.