



Stoke on Trent Community of Practice

SoTCoP Terms of Reference

1. PURPOSE

The Stoke on Trent Community of Practice (CoP) is a collaborative network of individuals and organisations committed to sharing knowledge, experiences, and best practices to improve community wellbeing and address local challenges. The CoP encourages learning, innovation, and collective action across sectors to create positive social impact in Stoke on Trent in the field of 'multiple disadvantage'¹.

2. OBJECTIVES

- Facilitate regular knowledge exchange and dialogue among members on key local issues.
- Promote collaboration and partnership working to enhance community services and outcomes.
- Share evidence, resources, and expertise to support effective practice and policy development.
- Build capacity within the community through joint learning and development opportunities.
- Advocate for community needs and priorities through a unified voice.

3. MEMBERSHIP

- Open to individuals and organisations with an interest or role in community development, health, social care, education, and related sectors within Stoke on Trent.
- Members commit to active participation, respect, and collaborative engagement.
- New members may join by expressing interest and agreeing to these terms.

4. ROLES AND RESPONSIBILITIES

Members: Attend meetings, contribute knowledge and experience, support CoP initiatives.

Facilitator/Coordinator: Organise meetings, manage communications, support action planning.

Chair: Guide meetings, ensure inclusive discussions, represent CoP externally.

Working Groups (optional): Form around specific topics or projects to drive action.

5. MEETING FREQUENCY AND FORMAT

- Meetings will be held monthly at the Dudson Centre.
- Agendas will be provided during meetings, and monthly updates will be circulated to the CoP mailing list.
- Additional workshops or events may be organised as needed.

¹ Combinations of (but not limited to) homelessness, drug and alcohol use, contact with the criminal justice system, mental health challenges, and domestic abuse.



Stoke on Trent Community of Practice

6. DECISION MAKING

- Decisions will be made by consensus where possible.
- Where consensus is not possible, decisions may be made by majority vote of members present.

7. COMMUNICATION

- The CoP will maintain open and respectful communication channels.
- Updates, resources, and opportunities will be shared via email.
- Members are encouraged to share relevant information and connect outside CoP meetings.

8. REVIEW OF TERMS OF REFERENCE

- These terms of reference will be reviewed annually to ensure they remain relevant and effective.
- Changes may be proposed by any member and agreed through the decision-making process.

Version	Date last reviewed	Changes made	Chair
V1	03/11/25	None	Lee Dale
V2	10/02/26	Online channel e.g. Discord removed from communication	Lee Dale