

Terms of Reference for Edinburgh's Advice Network (EAN)

Context

[Edinburgh Partnership Community Plan 2018 – 2028](#) and 'A Just Capital: Actions to End Poverty in Edinburgh' (2020) alongside the annual poverty reporting, outlines the required actions for the city's priority around 'Enough Money to Live on' in the Local Outcome Improvement Plan (LOIP 1).

Our Shared Vision

To work collaboratively, as a network of advice providers across the city and in partnership with other agencies, with the aim to increase money in the pockets of Edinburgh's citizens in order to move towards a poverty free Edinburgh.

Purpose of Network

1. Networking and establishing opportunities for collaborative working. This will include the hosting of regular network events for advice practitioners to network, share, learn and discuss current issues affecting their work
2. The gathering and sharing of learning, knowledge, and experiences with communication and sharing of information and resources on an ongoing basis. As well as helping advisors and services deliver up to date, expert advice this will also help ensure consistent messaging to frontline staff and the Edinburgh's Citizens
3. Increased co-ordination, integration, and collaboration between services to ensure a consistent and joined-up approach across the city
4. Workforce development- increasing knowledge, skills, wellbeing, and resilience of advice professionals
5. Regular communication with the Edinburgh Advice Partnership to enable:
 - a. Increased understanding of Edinburgh's needs with prevention of duplication and identification of gaps
 - b. Problem solving and the development of new initiatives around resource sharing, training, and collaborative approaches, thereby, increasing the efficiency and capacity of the advice sector in Edinburgh
6. Emphasis on the development of high quality, holistic, accessible, trusted, and compassionate services and resources for those accessing advice, maintaining strong

connections to related services supporting individuals in the community, as well as balancing early intervention and preventative work. [The Scottish National Standards for Information and Advice Providers](#) is recognised as a key marker of advice quality. All advice providers should adhere to the SNSIAP and work towards seeking accreditation as a best practice goal.

7. Offer a space for members to address pertinent issues and collaboratively collate evidence to inform discussions and actions that effect meaningful systemic change

Membership & Governance

The network brings together diverse advice providers across Edinburgh, each bringing their own specialisms, knowledge, and resources to the network which better positions the network to offer comprehensive support and assistance to Edinburgh's citizens.

Membership is open to organisations providing an advice service in Edinburgh. Additionally, the network will partner with a range of relevant organisations and agencies who will be involved in events and activities. The network will be supported by the Advice Network Co-ordinator, based at Capital City Partnership.

The Edinburgh Advice Partnership (EAP) serves as the Steering Group for the network, offering assistance and direction to the Co-ordinator and network. While the Edinburgh Advice Network (EAN) is aimed primarily at advice practitioners, the EAP is comprised of a representative group able to make strategic decisions on behalf of the network. Where the EAN can share, discuss & raise issues, the EAP can take forward actions and strategic planning to address the issues raised. Continuous communication between the EAP and the EAN will facilitate information exchanges across the groups. Additionally, a subset of the EAP will aid the network in organising and planning events.

Every network member organisation has the opportunity to be represented on the EAP - whether directly, or via a partner organisation who can represent their views. The Advice Network Co-ordinator will act as a last resort proxy for any organisation not represented on the EAP.



The network will meet at least four times annually and the Advice Network Co-ordinator will provide secretariat support. Network meetings and events may be conducted in-person or virtually to accommodate the preferences and needs of members.

The effectiveness of the network in achieving its objectives will be periodically assessed through evaluations and feedback from members.

Communication

The Edinburgh Advice Network will establish a mailing list of members for ongoing interaction and correspondence among members. The Advice Network Co-ordinator will be responsible for disseminating important updates and announcements to the network.

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Capital City Partnership

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