

Family Mental Fitness North East

Advisory Panel – Terms of Reference



1. Purpose of the Advisory Panel

The Advisory Panel exists to support the Director of Family Mental Fitness North East (FMFNE) in delivering the organisation's mission to improve the mental health and wellbeing of children, young people, and families.

The panel provides:

- Independent advice and feedback on programmes, partnerships, and community needs.
- A sounding board for new ideas and project development.
- Local insight to help ensure activities meet the needs of the communities we serve.
- Support with networking, advocacy, and promoting FMFNE's work.

2. Role of Panel Members

Panel members are not directors and do not carry legal or financial responsibility for FMFNE. They:

- Attend panel meetings (online or in person) when scheduled.
- Review relevant documents in advance of meetings.
- Offer constructive advice and feedback to the Director.
- Share opportunities, networks, or resources where appropriate.
- Promote FMFNE's values of inclusivity, safeguarding, and respect.

3. Panel Structure

- Chair: Director of FMFNE (currently Kay Pace).
- Membership: Individuals invited by the Director based on relevant skills, knowledge, or lived experience.
- Quorum: Decisions or recommendations require at least three members to be present (including the Director).
- Frequency of Meetings: Minimum of twice per year, with additional meetings as required.

4. Conflicts of Interest

Panel members must declare any personal, professional, or financial interests which could influence their advice. A Conflict of Interest form will be signed annually.

5. Safeguarding

All panel members will familiarise themselves with FMFNE's Safeguarding Policy. Any safeguarding concerns arising from their work with FMFNE must be reported immediately to the Designated Safeguarding Lead (the Director).

6. Term of Appointment

- Membership is by invitation and will be reviewed annually.
- Members may resign at any time by notifying the Director in writing.

- The Director reserves the right to remove a panel member if conduct or participation is not in line with FMFNE's values or policies.

7. Confidentiality

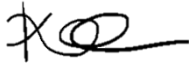
All information shared in panel meetings or documents should be treated as confidential unless agreed otherwise.

8. Review

These Terms of Reference will be reviewed annually by the Director and amended as needed.

Signed:

Director:



Date: 13/08/2025

Panel Member:

Date:

Version: 1.0

Approved by: Director

Date: 13/8/25

Review Date: 13/8/26

