



AELP Communities of Practice

Terms of Reference (TOR)

April 2025

Purpose:

AELP Communities of Practice (CoPs) are new groups that are of benefit to provider staff with particular roles and responsibilities within their provider. These groups are opportunity for members to come together to collaborate and network on a peer-to-peer basis to talk through issues, share best practice and celebrate successes around a particular theme. The groups also act as a two way street to give AELP key activity and programme level insights that are extremely useful to support policy, lobbying and research activities.

Structure:

CoPs are led by a Chair from an AELP member organisation with support from an AELP representative. External chairs are elected by the membership and are subject to maximum terms of two years, after which a re-election process will be triggered (see Chair TOR and nomination process). The meetings follow an agenda that is drafted in partnership between the chair and AELP representative to ensure that they are informative, with key updates, and provide the opportunity for meaningful discussion through a dedicated Q&A agenda slot.

Target Audience:

Designated Safeguarding Officers (DSOs); Inspection Nominees and/or Heads of Quality Improvement; MI and Data Managers

Meeting schedule:

Groups generally meet online, twice per year. There is also the option for groups to meet face to face once per year should this be specifically requested by the Chair and group members.

Responsibilities:

Chair:	Co-creation of meaningful agendas and co-facilitating meaningful discussions
AELP Rep:	Co-creation of meaningful agendas and co-facilitating meaningful discussions
Delegates:	Attend the meeting and input into discussions
AELP Admin:	Meeting co-ordination, registration, joining instructions, technical support and note taking. The AELP representative will also feed any relevant discussion points to the relevant team at AELP and signpost members to other sources of support.

Resources:

Any staff from AELP membership organisations can also access the range of member benefits relevant to the membership type. A list of all membership benefits can be viewed on the AELP website or click [here](#). Signposting to relevant conferences, webinars and CPD relevant to job roles.