

Terms of Reference

Prince Albert Hub Steering Committee - Prince Albert Hub

Vision	Children, adults and families will grow and thrive in a safe and healthy community as a result of agencies working collaboratively and implementing integrated services.
Mission	<p>Hub is a collaborative, integrated multi-agency team striving to build safer and healthier communities through mobilization of existing resources to support individuals/families at acutely elevated risk.</p> <p>Hub is collaborative risk-driven intervention by mobilizing existing services in situations of acutely-elevated risk. Acutely elevated risk means that a situation meets these elements:</p> <ul style="list-style-type: none">- Significant interest at stake,- Probability of harm occurring,- Significant intensity of harm, and- Multi-agency nature of the risk.
Purpose	<p>Hub</p> <ul style="list-style-type: none">• Enhance provision of integrated service delivery to those at acutely elevated risk through early identification of acutely elevated risk situations and rapid mobilization of existing services in an integrated approach.• Short-term interventions to address emerging issues and assist at risk community members to move to long-term solutions <p>Hub discussants</p> <ul style="list-style-type: none">• Participate in the discussion on acutely elevated-risk situations at the Hub and collaborate with the other Hub discussants on performing Hub work based on their involvement in any given situation <p>Steering Committee</p> <ul style="list-style-type: none">• Ensure that Hub and the Hub discussants are getting the support and resources required to perform Hub-work;• Building and maintaining partnerships to contribute to a reduction of root causes of social problems such as crime, violence, victimization, and other.

Guiding Principles

- Respect and support the right to individual privacy
- Share information where there is an operational purpose to do so in the interests of community safety and well-being as per the *Interim Information Sharing Guidelines for Community Mobilization and Hubs*, prepared by the Information Sharing Issues Working Group (ISIWG) consisting of members from the Ministries of Justice; Health; Social Services; Education; and Justice, Corrections and Policing Division – April 2013
- Remain culturally sensitive and respectful of diversity
- Ensure that our work remains coordinated, aligned and inter-connected across the agencies and services we represent
- Ensure our work is evidence-based with an emphasis on predictive and forward thinking solutions
- Focus on meaningful and cooperative actions

Operational Principles

- Holistic efforts to address the complex and integrating factors that influence crime, victimization and community well-being
- Efforts and solutions that are balanced and well integrated across the spectrum of prevention, integration, suppression, rehabilitation and restoration
- Efforts leading to solutions that are sustainable and incremental, and able to address the need in the short, medium and long term
- Efforts that build on continuing and meaningful engagement, shared commitment, and clear roles and accountability

Hub and Hub discussants

- Efficiently and effectively target efforts to the highest need clients
- Share information that is relevant and within the provisions of information sharing and privacy regulations
- Maintain confidentiality in regards to Hub discussions
- Use the Four Filter Approach at all Hub meetings
- Establish trusting relationships with Hub stakeholders that allow for cross sectorial and collective approaches which will guide interventions and supports

Steering Committee

- Community-based efforts that advance local capacity, local ownership and local responsibility for community well-being and safety
- Efforts that focus on building positive assets to reduce the risk profile of citizens and communities with specific needs
- A continuing focus on measurable outcomes and results

<p>Governance</p>	<p>Prince Albert Hub Steering Committee will:</p> <ul style="list-style-type: none"> • Work with support and guidance from the Saskatchewan Building Partnerships to Reduce Crime (BPRC) • Develop the terms of reference to be reviewed annually or as needed • Adopt provincial information sharing and privacy agreements and localize to include cross provincial sharing • Develop a process for communication with general public and media in conjunction with BPRC and CMPA • Adopt documentation and data collection methods as developed by BPRC • Liaise with BPRC and the Hub Community of Practice, thereby benefiting from training and supports to ensure ongoing and effective Hub implementation.
<p>Prince Albert Hub Steering Committee Membership</p>	<p>Membership of the Prince Albert Hub Steering Committee includes representation from:</p> <ul style="list-style-type: none"> • Prince Albert Roman Catholic Separate School Division (PARCSSD) • Saskatchewan Rivers Public School Division (SRPSD) • Royal Canadian Mounted Police (RCMP) • Prince Albert Parkland Health Region • SK Ministry of Social Services, Child and Family Services (MSS) • SK Ministry of Justice, Corrections and Policing Division, Community Corrections (CORR) • Prince Albert Police Service (PAPS) • City of Prince Albert • Prince Albert Grand Council (PAGC) <p>Representatives on the Prince Albert Hub Steering Committee will have the authority to make decisions for their organizations.</p> <p>Each member of the Prince Albert Hub Steering Committee is accountable for information flow to their own organizations.</p>

Hub Discussants

The Hub will be made up of Hub discussants from:

- Prince Albert Roman Catholic Separate School Division (PARCSSD)
- Saskatchewan Rivers Public School Division (SRPSD)
- Royal Canadian Mounted Police (RCMP)
- Prince Albert Parkland Health Region
- SK Ministry of Social Services, Child and Family Services (MSS)
- SK Ministry of Justice, Corrections and Policing Division, Community Corrections (CORR)
- Prince Albert Police Service (PAPS), its Bylaw Unit (PAPS Bylaw), and its Victim Services Unit (PAPS VS)
- City of Prince Albert
- Prince Albert Grand Council (PAGC)

Roles & Responsibilities

Prince Albert Hub Steering Committee

- The RIC Co-chairs will serve as chairpersons
- The RIC Coordinator will serve as secretary
- Guide the development of the Prince Albert Hub
- Support the Hub process and the Hub discussants
- Monitor the Prince Albert Hub’s ongoing operations and effectiveness, including any financial impact resulting from Hub activities
- Determine the Hub Chair
- Determine the Hub data entry person in consultation with the Hub Chair
- Provide guidance and direction to the Hub Chair and the Data Entry Person
- Identify targeted areas for improvement and develop strategies to address areas where improvement is needed based on available data and focus on measurable outcomes and results
- Communicate with the general public in consultation with BPRC and CMPA
- Ensure issues that need to be identified to the BPRC are brought forward to them

Chairpersons of the Hub Steering Committee:

- Approve meeting agendas and meeting minutes prior to distribution
- Chair the Hub Steering Committee meetings
- Implement dispute resolution as necessary
- Liaise with the Hub Chair
- Puts in place procedures for dispute resolution between partners

Hub Chair

- Chair the Hub meetings following BPRC guidelines and the Four Filter Approach
- Ensure Hub data is collected according to BPRC guidelines
- Run the meetings within the designated time agreed upon
- Bring forward any issues that require the attention of the Hub Steering Committee or some of its members to their attention
- Liaise with the BPRC

Members of the Prince Albert Hub Steering Committee

- Participate in regularly-scheduled meetings
- Accurately relate the perspectives of the organization they

<p>Relevant documentation for Hub discussants includes</p>	<ul style="list-style-type: none"> • Interim Information Sharing Guidelines for Community Mobilization and Hubs, April 2013 • ISIWG Privacy Impact Assessment on the Prince Albert Hub (soon to be published) • BPRC Hub e-learning • OIPC Investigation Report 105-2014 on the Prince Albert Hub
<p>Meeting Schedule</p>	<ul style="list-style-type: none"> • Prince Albert Hub Steering Committee will meet bi-monthly, a half hour before the scheduled RIC Executive Meetings with the option of additional meetings as needed and agreed upon. • The Hub will meet Tuesdays and Thursdays from 10:30 AM to 12:00 PM
<p>Decision Making/Issue Management and Resolution policy</p>	<p>Prince Albert Hub Steering Committee</p> <ul style="list-style-type: none"> • Makes decisions based on a consensus-based approach that engages team members in a collaborative process • Applies a solution-focused approach to resolve current or emergent issues • Ensures procedures for dispute resolution between partners are put in place by the Chairperson of the Hub Steering Committee
<p>Terms of Reference Review</p>	<ul style="list-style-type: none"> • The Terms of Reference for Prince Albert Hub Steering Committee will be reviewed at the first fall meeting. • Any revisions will be incorporated and approved at the next meeting • If no revisions are required, approval can be given at the first fall meeting
<p>Budget/Resources/ Financial Planning</p>	<ul style="list-style-type: none"> • In the initial phase there has been no budget other than in kind contributions by the participating agencies. • Any Hub activity that is funded externally shall be reported to the Steering Committee
<p>Approval</p>	<p>The members of the Prince Albert Hub Steering Committee agreed through consensus to adopt the Terms of Reference</p> <p>Date: March 15th, 2016</p>