

KENSINGTON AND CHELSEA ADVICE FORUM (KCAF)

TERMS OF REFERENCE

About KCAF

The Kensington and Chelsea Advice Forum (formerly known as VAAF, was created by the independent Advice sector to provide advice agencies with an opportunity to work in partnership and to develop a more strategic approach to the planning and delivery of legal services in the Royal Borough. Its principal focus has been to ensure continuous and improved service delivery through information exchange, sharing best practice and co-ordination of services between members.

Our Vision

KCAF is committed to an ethos of partnership working between our members to facilitate the delivery of quality independent advice services which benefit the citizens of the Royal Borough of Kensington and Chelsea and which are based upon a clear picture of local needs.

Our values and principles

- To promote empowerment and improve the quality of life of the most marginalised groups living in the Royal Borough
- Commitment to an accessible and client centred service
- To intervene effectively and provide realistic and practical advice to service users to achieve successful outcomes
- To ensure our service is inclusive and reaches all communities

Aims

KCAF's main objectives are to:

- assess and periodically review the current level of provision of advice services in order to ensure that people have access to appropriate services when and where they need them,
- to assist in identifying funding for services,
- to facilitate the development of referral arrangements,
- to encourage new initiatives in the delivery of advice services,
- to try and mitigate the need for advice services by identifying common problems that lead to a need for advice and developing working partnerships with statutory authorities in order to identify better ways of working.

Full Membership

Full membership is open to voluntary sector organisations providing Information, advice and guidance services to people in the borough, who are committed to promoting the social and economic wellbeing of communities. It is helpful to have a range of representatives from all sections of the community at meetings. Statutory representation is by invitation only.

Associate Membership

Associate membership is open to the private/enterprise sector delivering advice services in Kensington and Chelsea, who will be invited to join and attend meetings by invitation of the Chair of KCAF.

Statutory Representation

Statutory councillors and officers can represent the public sector at KCAF meetings by invitation of the Chair of KCAF only.

Meetings

- Meetings will be held quarterly in venues accessible to members.

Terms of Reference

- Meetings should include a presentation or training session on subject areas prioritised by forum members.
- The forum may invite other relevant participants to its meetings as and when appropriate.
- The forum may appoint individual working groups at some stages; these groups will set their own terms of reference around their working remit. Regular communication between KCAF and the working groups shall be maintained through sharing of minutes and having standing agenda items at respective meetings.
- The forum shall feed in policy issues to forums and other relevant bodies, ensuring that community groups concerns and other relevant issues about the advice sector are raised. The consortium shall endeavour to report concerns raised by forum members to wider advice and other governance bodies within K&C.
- The forum will be serviced by KCSC who will maintain a database of members and be responsible for minute-taking. KCSC will circulate minutes and agendas to forum members and other relevant parties as agreed by the forum.
- The forum shall have a rotating chair elected on an annual basis.
- The forum will regularly review its role and its membership and will agree priorities for future meetings in consultation with forum members.
- The forum will proactively seek to ensure diversity within its membership and to ensure its make up is reflective of all communities providing advice within the borough.
- The forum may undertake other tasks that are consistent with the aims of the forum, which may include, capacity building and awareness raising events, workshops, training and focus groups.
- The forum shall in all of its activities, aim to keep the views of services users/ clients paramount, consistent with its mission statement.
- Items for the agendas should be submitted via the Chair of KCAF.