

CSC VOF's: Terms of Reference

Main Voluntary Organisations Forum

This forum is for all voluntary and community organisations delivering services for the residents of Kensington and Chelsea. The aim of the forum is to:

- Ensure the voluntary and community sector in Kensington and Chelsea are informed and engaged in matters relevant to the sector and the services it provides.
- Ensure that the voice of the voluntary and community organisations are heard and able to influence decision making
- Ensure that local services are strengthened and the sector is central to the delivery of services for local residents

Functions of the Forum

- Meetings will seek to include discussions, presentations or training on subject areas prioritised by forum members.
- The forum may invite other relevant people to participate in meetings as and when appropriate.
- The forum shall in all of its activities aim to represent and promote the voluntary sector as a whole to decision makers in attendance rather than promote or encourage views of individual organisations and their services.
- The ToR will be reviewed every two years, at the first meeting of the year.

Frequency of meetings

- 2 meetings per year

Membership

- All voluntary and community organisations working in Kensington and Chelsea are invited to attend.

Chair

- The meeting is chaired by the CEO of KCSC.

Administration

- KCSC is responsible for all arrangements including sending invitations and reminders, booking venues and organising refreshments.
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Children, Young People and Families

Terms of Reference

The Children, Young People and Families Voluntary Organisations Forum (CYPF VOF) brings together service providers in Kensington and Chelsea. The aim of the forum is to:

- Ensure the voluntary and community sector in Kensington and Chelsea are informed and engaged in matters relevant to provision of services for children, young people and families in the borough.
- Ensure that the voice of the voluntary and community organisations are heard and able to influence decision making
- Ensure that local services are strengthened and the sector is central to the delivery of services for local residents

Functions of the Forum

- Meetings will seek to include discussions, presentations or training on subject areas prioritised by forum members.
- The forum may invite other relevant people to participate in meetings as and when appropriate.
- The forum shall in all of its activities aim to represent and promote the voluntary sector as a whole to decision makers in attendance rather than promote or encourage views of individual organisations and their services.
- *The ToR will be reviewed every two years, at the first meeting of the year.*

Frequency of meetings

2 meetings per year

Membership

All voluntary and community organisations working in Kensington and Chelsea with relevant interests are invited to attend.

Chair

The meeting is chaired by the CEO of KCSC.

Administration

KCSC is responsible for all arrangements including sending invitations and reminders, booking venues and organising refreshments.

Health and Wellbeing

Terms of Reference

A forum for voluntary organisations interested in health improvement and reduction of health inequalities in Kensington & Chelsea, Queen's Park and Paddington. The aim of the forum is to:

- Ensure the voluntary and community sector in Kensington Chelsea are informed and engaged in all relevant matters relating to the health and wellbeing of local residents
- Ensure that the voice of the voluntary and community organisations are heard and able to influence decision making
- Ensure that local services are strengthened and the sector is central to the delivery of services for local residents

Functions of the Forum

- Meetings will seek to include discussions, presentations or training on subject areas prioritised by forum members.
- The forum may invite other relevant people to participate in meetings as and when appropriate.
- The forum shall in all of its activities aim to represent and promote the voluntary sector as a whole to decision makers in attendance rather than promote or encourage views of individual organisations and their services.
- *The ToR will be reviewed every two years, at the first meeting of the year.*

Frequency of meetings

4 meetings per year

Membership

All voluntary and community organisations working in Kensington and Chelsea with relevant interests are invited to attend.

Chair

The meeting is chaired alternately by the CEO of KCSC and the CEO of ADKC.

Administration

KCSC is responsible for all arrangements including sending invitations and reminders, booking venues and organising refreshments.

Kensington and Chelsea Advice Forum

Terms of Reference

A forum for voluntary organisations interested in and/or delivering advice services for the residents of Kensington and Chelsea. The aim of the forum is to:

- Ensure the voluntary and community sector in Kensington Chelsea are informed and engaged in all relevant matters relating to the health and wellbeing of local residents
- Ensure that the voice of the voluntary and community organisations are heard and able to influence decision making
- Ensure that local services are strengthened and the sector is central to the delivery of services for local residents

Functions of the Forum

- Meetings will seek to include discussions, presentations or training on subject areas prioritised by forum members.
- The forum may invite other relevant people to participate in meetings as and when appropriate.
- The forum shall in all of its activities aim to represent and promote the voluntary sector as a whole to decision makers in attendance rather than promote or encourage views of individual organisations and their services.
- *The ToR will be reviewed every two years, at the first meeting of the year.*

Frequency of meetings

2 meetings per year

Membership

All voluntary and community organisations working in Kensington and Chelsea with relevant interests are invited to attend.

Chair

The meeting is chaired by the CEO of KCSC.

Administration

KCSC is responsible for all arrangements including sending invitations and reminders, booking venues and organising refreshments.

Kensington and Chelsea Older People's Providers Network

Terms of Reference

To help providers share experiences, reduce overlaps in services and enable us to work more effectively together to meet the needs of older people in Kensington and Chelsea.

In particular, the network aims to:

- Promote a better understanding of the development of the health and wellbeing agenda and its impact on the voluntary sector.
- Explore initiatives that might lead to joint bidding for funding and contracts.

The ToR will be reviewed every year, at the first meeting of the year.

Membership

- Members are voluntary organisations and community groups consisting of or providing services for older people (aged 50 plus). Commissioners, funders and borough representatives are also welcome.
- Members are asked to send apologies if no representative from their organisation is able to attend a meeting.

Frequency of Meetings

- At least 4 times per year.

Chair

- The Chairperson will be elected by the group for a period of two years.
- Their responsibilities include:
 1. Guiding the meeting according to the agenda and time available.
 2. Ensuring agenda items end with a decision, action or possible outcome where appropriate.
 3. Review and approve the agenda and draft actions before distribution.

Administration

- Meeting agenda and previous meeting's minutes and actions points will be circulated at least a week in advance. A staff member from Kensington and Chelsea Social Council (KCSC) will do this and any other administration of the Network, including putting information about the Network on the KCSC website.
- Network members will discuss the minutes and actions agreed at the previous meeting at the start of each meeting.

Monitoring and review

- The Network will undertake an annual review of its performance, via self-assessment/survey by its members.
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