

KC Employment & Training Opportunities

A consortium of voluntary and community organisations creating job and training opportunities for local people.

Terms of Reference, July 2008

These terms of reference were adopted on 23 July 2008.

Aims

By bringing together organisations working in the Royal Borough of Kensington and Chelsea, **KC Employment & Training Opportunities** (hereinafter known as “the Consortium”) aims to develop, win resources and deliver high quality job and training opportunities, targeting local people and employers, so that all members of the community can enjoy the borough’s prosperity.

Objectives of the Consortium

1. The Consortium will bring together organisations delivering local and regional learning and training activities in the community to share information, resources and expertise, and develop best practice in the delivery of learning and training activities.
2. The Consortium will primarily bring together organisations operating in the Royal Borough of Kensington and Chelsea, but not exclusively.
3. The Consortium will seek out appropriate funding and contract opportunities for its members, and support members in deciding what contract opportunities to bid for.
4. The Consortium will develop links between training providers and smaller grass-roots community organisations in order to extend the reach of training activities to disadvantaged and isolated members of the community.
5. The Consortium will develop the capacity of members to write contract bids, undertake commissioned contracts through effective project management and take responsibility for being lead accountable partner on specific projects.
6. The Consortium will work with all of its members to raise the quality of services delivered, meet the quality standards required by commissioning bodies, and promote social and economic inclusion and equality and diversity.
7. The Consortium will develop strong working partnerships, where appropriate, with statutory bodies (including Royal Borough of Kensington & Chelsea, Learning and Skills Council (LSC) London, JobCentre Plus, London Councils, Kensington & Chelsea College), employers, the local business community and private-sector organisations.
8. The Consortium will work closely with other voluntary sector training networks and consortia across London and the UK in order to maximise opportunities for voluntary and community sector providers to deliver on contracts.

Lead partner

1. The Consortium will be chaired and facilitated by Kensington & Chelsea Social Council (KCSC).
2. KCSC will research and disseminate information on contract opportunities and develop appropriate monitoring systems.
3. KCSC will support members to be able to progress – small organisations to become delivery partners, and delivery partners to become lead partners in bids.
4. Where there is no member that is willing and has demonstrable capability to be lead partner in a specific bid, KCSC will in principle be able to act as lead partner. This will be considered on a case by case basis.

Membership

1. Membership of the Consortium is open to any voluntary or community organisation providing learning, training and/or employment support services, or seeking to provide those services to Kensington & Chelsea residents. “Voluntary and community organisation” includes all formally constituted and unconstituted groups, as well as community interest companies, or companies or businesses where the primary purpose is charitable or social, and not for profit.
2. Membership is open to any of the above organisations or groups whether or not they receive funding to deliver services in K&C.
3. Membership is free of charge to any eligible organisation or group as defined above.
4. In order to become a member, the organisation must submit a signed copy of the membership questionnaire to KCSC.
5. Member organisations are expected to offer services in kind, where appropriate, such as meeting space or time and resources following up issues discussed at Consortium meetings.
6. The membership will reserve the right to exclude an organisation from membership of the Consortium, if the organisation in question breaches the terms of reference, acts in a way that damages the reputation of the Consortium, or works against the principles and values of partnership that the Consortium aims to achieve. A decision to exclude a member organisation must be agreed at a meeting of the steering group.

Associate members

1. Statutory-sector provider organisations may become associate members of the forum, and must contribute an annual associate membership fee, which should be agreed by the membership.
2. Any statutory-sector organisation wishing to become an associate member must contact the officer at KCSC responsible for supporting the Consortium, who will bring this to the next steering group meeting for approval.
3. Associate members may contribute fully to discussions at Consortium meetings but must be aware that they may not be able to attend when certain business is discussed.

4. At this point, private (for-profit) training organisations may not become members of the Consortium. This may be reviewed in the future. However, the Consortium may invite private training organisations to take part in specific projects or contracts as partners – see “contract opportunities” below.

Commissioners

1. The forum wishes to maintain a positive and constructive dialogue with commissioners from, for example, RBKC and the Learning and Skills Council. Commissioners will be invited to participate in Consortium meetings as appropriate.
2. There will be occasions where the members wish to conduct business without commissioners present.

Contract opportunities

1. All members of the Consortium will make any contract opportunities they discover known to other members via KCSC, and KCSC will disseminate these at meetings, via the KCSC website and/or via email.
2. When a contract opportunity arises, KCSC will circulate information about the opportunity by email and by posting it on the KCSC website, and hold a meeting for all potential delivery partners to come together to discuss the opportunity and scope a project bid.
3. Members will be invited to participate in a project if they meet the required quality standards set out by the commissioner, and can demonstrate an ability to fulfil the requirements of the contract.
4. Each project will then have its own steering group and partnership agreement outlining the management and governance of that project.
5. Organisations that are not Consortium members may be invited to participate in projects.

Steering group and annual meeting

1. A steering group of no fewer than four and no more than six will be elected from the membership of the Consortium annually. It is the organisation that is a steering group member, not an individual.
2. A minimum of three steering group members should be recognised training providers.
3. The steering group will meet 4 times per year to monitor the progress of the Consortium and its relationships with other stakeholders. A steering group meeting may occasionally be called at short notice to respond to a particular opportunity.
4. Minutes of steering group meetings will be made publicly available.
5. An annual meeting of the Consortium will be held to celebrate the achievements of the Consortium over the past year, canvass opinions of the full membership on key issues, and to elect a steering group for the forthcoming year.
6. The annual meeting will also be an opportunity to review the terms of reference, and KCSC should therefore circulate these for comments prior to the annual meeting.

Other partnerships and forums

1. The Consortium will develop relationships with relevant partnerships such as:
 - Learning, Work and Business Sub-Group of the Kensington & Chelsea Partnership.
 - RBKC Adult Learning Forum
 - Forums representing the local business community.
2. If the Consortium is approached to put forward a representative to sit on another forum or partnership, the steering group must elect a representative at a steering group meeting. If a Consortium member agrees to represent the Learning Consortium at another forum or meeting, they must take responsibility for seeking the views of colleagues from the Consortium to present at the other forum, and feeding back as appropriate.
3. From time to time, statutory partners will ask for voluntary-sector representation on a time-limited project, such as planning the annual borough job fair, or to develop a particular new service. Where possible, these requests should be discussed at Consortium steering group meetings, so that these opportunities can be responded to an open and transparent way.

Conduct

1. At all meetings, business will be conducted in a transparent way, with agendas circulated in advance and minutes made publicly available.
2. All members will recognise the unique contributions that each member brings, and the contribution they may make to the ultimate aim of the Consortium, which is stated above.
3. All members of the Consortium will recognise that there exists varying levels of knowledge and expertise, and the more experienced members will support the less experienced members to develop their knowledge.
4. Where possible, jargon and acronyms will be avoided or explained at meetings.
5. All members will share details of services they are delivering, and service delivery contracts they are bidding for and fulfilling.
6. All members will declare any conflicts of interest in relation to any work undertaken through the Consortium and in so doing ensure that due regard is given to maintaining and enhancing the reputation of the Consortium.
7. If members of the Consortium wish to form a time-limited group to address a particular area of need, or consider a development of any kind, they must inform all the members of the Consortium, including KCSC, of their intention to meet, and the intended outcomes of their sub-group.