

VOLUNTARY SECTOR BOARD

Terms of Reference for the Board

1. **The Board's purpose** is to improve partnership arrangements with the local voluntary sector by increasing communication and access to elected members and by providing a forum for discussion on wider partnership issues. No specific grant allocations will be discussed at Board meetings.

2. Objectives of the Board

- To promote partnership working and inter-agency co-operation;
- To identify gaps in services and the development of new services
- To further develop the Voluntary Sector Compact and Compact Plus;
- To discuss developments in procurement and commissioning procedures as they impact on the voluntary sector;
- To consider communication and consultation strategies and their effect on the local voluntary sector;
- To promote involvement of the voluntary sector in key partnerships in the Borough, the implementation of the Community Plan and the Local Area Agreement;
- To promote and respond to issues raised through regional and sub regional agendas;
- To provide updates from the ChangeUp Steering Group, including the development of work at National Hub level;
- To identify external funding opportunities;
- To consider any other issues of common interest.

3. **Membership of the Board** comprises the Executive Member for Health and Community (Chair), the Leader of the Council, due to his involvement in the Community Plan, the shadow Executive Member for Health and Community, the Chief Executive of Kingston Voluntary Action (Vice-Chair) and officers from the Voluntary Sector Unit, which will also service the meetings.

Key local organisations representing different sub sectors in the voluntary sector will be invited to send a trustee or officer as a representative. An election process has taken place resulting in the following membership from the voluntary sector for 2007:

Advice and Information	Kingston CAB Service
Arts	Kingston Arts Council
BMER Communities	Refugee Action Kingston
Children and young people	Kingston WelCare
Disability and Mental Health	Kingston Advocacy Group
Environment	Save the World Club
Older People	Age Concern
Sport	Kingston Sports Council

Other voluntary organisations, Executive Members and Council officers will be invited for specific meetings where relevant to agenda items.

4. Frequency of meetings and ways of working

Meetings will take place three or four times per year. A timetable of meetings will be set for the year. Agendas will be circulated at least 7 working days in advance of the meeting and notes within three weeks of the meeting. Items of business for future meetings will be identified at each meeting, as far as possible. Where a voluntary organisation representative wishes to place an item on the agenda, the Chair and Voluntary Sector Unit will need to be informed at least 7 days before the issue of the Agenda in order that any background information can be obtained. The Chair should also be notified prior to the meeting of any items to be raised under 'Any Other Business'.

Effective links will be made through the Chair and Vice-Chair of the Community Leadership Forum or its successor groups.

The terms of Reference will be reviewed as the Board develops.

Revised February 2007