

Third Sector Strategic Partnership: Children, Young People and Families Forum

Terms of Reference

Purpose of the Forum

The Forum has four main objectives:

1. Act as a strategic link between third sector providers and statutory partnerships such as the Children's Trust, to ensure that the sector plays a full and meaningful part in the development of policies and strategies around the Children, Young People and Family agenda.
2. Act as an advisory body to the Third Sector in order to ensure that it develops and maintains high quality services to clients. In doing this it will take responsibility for a workforce development strategy, sharing best practice between members and sharing other information that may be useful to members in delivering their services.
3. Provide opportunities for Third Sector organisations to form consortia and partnerships to deliver contracts and to take advantage of commissioning and funding opportunities.
4. Act as the main conduit for strategic funding coming into the area around the non-statutory CYP&F agenda.

Membership

Membership will be open to any Third Sector Organisation that delivers services to or works with Children, Young People or their Families.

The Forum will also have Associates who may attend the Forums meetings by invitation as representatives of public or private bodies. Associates will not have voting rights and will not be counted as part of the Quorum of the meeting.

Infrastructure

The main structure of the Forum will be by way of an open meeting called the General Forum Meeting to which all members will have an open invitation.

The Quorum for the General Forum Meeting will be 10 members from different organisations

From time to time the general forum will set up working groups to carry out specific pieces of work. These working groups will report back and be accountable to the general forum.

The general forum meetings will be the decision making body for the Forum and any decision that is made and recorded in the minutes will stand regardless of who was or was not present at the meeting when it was made.

The Forum will be serviced by the Blackpool Third Sector Strategic Partnership.

Representatives

The Forum will elect a number of its members to represent the views of the Forum at strategic bodies and other meetings. These representatives will be expected to present the views of the Forum rather than their personal views or the views of their organisation.

Representatives will be expected to bring items to the Forum in time for them to be discussed by the wider membership so that a Forum 'view' can be established and taken to the relevant meeting.

On Occasions members may want to discuss ideas and exchange views by other means other than the general forum meeting, e.g. E-mail or Huddle. These are to be encouraged but any conclusions that these exchanges come to will be considered to be the Forum's view unless they have been discussed at the General Forum Meeting.

Frequency of Meetings

The General Forum will meet monthly on the 4th Thursday of the Month at 9.30. The venue shall be arranged by the TSSP on behalf of the Forum.

The Frequency of meetings will be reviewed 6 monthly by the General Forum

Reporting to Members

All representatives will produce a short report for the General Forum Meeting of any meeting they have attended on behalf of the Forum. These reports will be in based on the Template provided.

All reports, minutes and other information will be available to members through the TSSP Website

Chairing the Forum

The Forum will initially be chaired by the TSSP Manager with an annual review by the members

Servicing the Forum

The Forum will be serviced and supported by the TSSP

Reviewing the Terms of Reference

The Terms of Reference for the Forum will be reviewed annually or at shorter intervals if the General Membership indicates a need to.

Any request to review or change the terms of reference must be made at least 28 days before the meeting at which the item is to be discussed.

February 2010