

Clackmannanshire Third Sector Forum

Terms of Reference

Purpose of the Forum

Originally set up by CTSi, the forum is a key way of engaging with the Third Sector in Clackmannanshire to ensure that the Third Sector Interface responds to members' needs and fosters an environment where people can confidently express themselves to decision-makers and feel their voice is being represented through the Community Partnership Planning framework. It puts organisations and the people they work with at the heart of the local planning process and acts as a sounding-board to ensure that CTSi fully understands the community and its interests.

The forum:

- Provides the voluntary and community sector with an opportunity to be involved in the development and implementation of new policies or service changes by local authority, NHS, Scottish Government or other public bodies.
- Works as a direct line of accountability and will ensure that Third Sector organisations play an active and equal role in the development of Community Planning at a local level.
- Promotes formal representation of the community in the community planning partnership.
- Provides an opportunity for representatives from the Third Sector to come together and discuss issues of common interest, share knowledge and experience, identify areas of good practice and agree policy positions, where appropriate.
- Provide opportunities to look in detail at the Single Outcome Agreement, service redesign, strategic commissioning and reporting structures and evaluation.
- Acts as a two-way communications channel. The forum receives regular updates from the community planning and health and social care partnerships.
- Shares feedback from other local forums – such as Carers' Forum, Health and Social Care, Older Adults' Transport etc.
- Promotes opportunities for mutual support and networking and encourages joint working between local voluntary and community organisations
- Identify gaps in current provision of services or areas of increased levels of need.

- Share information on funding opportunities.
- Enables voluntary and community organisations to provide information about new or changing services to other organisations.
- Aims to encourage and support smaller organisations to get more involved in service delivery.
- Supports new and unique initiatives responding to grass root needs.
- Circulates notifications of events, focus groups and training opportunities.

Membership of the Forum

- The forum is open to any voluntary or community organisation that operates in the Clackmannanshire Authority Area.
- Representation from the voluntary and community sector can include paid workers, volunteers, or management committee.

Format of the forum

- The forum will be meeting-based, although members can contribute electronically and request agenda items.
- Meetings will be held four times a year.
- Each meeting will run for 2 hours
- There will be information via e-mail, post and on the CTSI website
- Meetings will include opportunities for organisations to share information on their service.
- Meeting format may include small group work and presentations.

Facilitation

- There will be a Chair and Vice Chair elected by voluntary sector members of the group on an annual basis. (or do you want to elect a chair in a 'rolling way' at the start of each meeting?)
- The chair will agree an agenda in advance of each meeting (or do you want people to feed in what they want discussed to the Chair?)
- The organisation and running of meetings, web-based forum, sourcing speakers, circulating agendas etc. will be performed by CTSI.

- Reports, presentations and other information will be posted on the CTSI website www.ctsi.org.uk

Reviews

- The terms of reference will be reviewed annually.

DRAFT