

## **East London ChangeUp Partnership**

### **Terms of Reference**

#### **Introduction**

A government initiative, ChangeUp is designed to improve voluntary and community sector infrastructure so that by 2014 frontline voluntary and community organisations will have the support they need to achieve their potential. In response to the government's initiative, the East London ChangeUp Partnership (The Partnership) was established in January 2005 and is facilitated by the East London CVS Network.

The Partnership covers a large area which includes south London boroughs, Bexley, Greenwich and Lewisham and north of the river, Barking & Dagenham, Hackney, Havering, Newham, Redbridge, Tower Hamlets, and City.

The East London<sup>1</sup> ChangeUp Partnership recognises that over the coming years East London will undergo significant regeneration with investment in infrastructure, housing and job creation, inevitably leading to an expansion of the voluntary and community sector (VSC) that will permanently alter the political, environmental geographical and social landscape of East London.

#### **The Partnership through ChangeUp is committed to:**

- A co-ordinated approach to the development of infrastructure and an independent, vibrant and sustainable VCS in East London
- Developing a skilled workforce that is resourced and enabled to deliver efficient, high quality services
- Collaborative working across all areas of work, ensuring synergy and clarity between local ChangeUp Plans and the East London ChangeUp Plan
- Reflecting the diversity and difference within and across the sector
- Sharing good practice
  - Developing equality of service

#### **The Partnership will:**

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<sup>1</sup> East London in this context is co-terminus with the Learning and Skills Council London East boundaries, which include the boroughs of Barking & Dagenham, Bexley, City, Greenwich, Hackney, Havering, Lewisham, Newham, Redbridge and Tower Hamlets.

- Identify current infrastructure issues in the sub-region incorporating such issues into the Strategic and Business Plans
- Subject to funding develop programmes and projects that will aid the development of VSC infrastructure and support the creation of an independent, vibrant and sustainable VCS in East London
- Commission work as required to support the development of the East London ChangeUp Plan
- Where appropriate, consult with private, public and VCS Sector stakeholders, and funders based in or supporting the VCS in East London on issues related to the implementation of the East London ChangeUp Plan
- Assess options and make recommendations that address issues pertaining to the implementation of the East London ChangeUp Plan.

**Membership:**

The Partnership will consist of representatives from the following organisations;

- Any third sector infrastructure organisation delivering services in two or more east London boroughs
- East London BME Network
- Each Local ChangeUp Consortia
- East London CVS Network
- East London Volunteer Centre Network
- Local Authorities
- London Councils
- Public Sector agencies working across East London

The Partnership will invite new members able to devote the time and attention required by the activities of the Partnership. In order to:

- Give specific and detailed knowledge that can only be contributed by additional member(s)
- Provide a balance of policy, planning and programme implementation knowledge and expertise in areas related to the objectives of the ChangeUp Business Plan
- Represent a diversity of organisations/sectors and perspectives

Partnership members are expected to represent the views and concerns of their local ChangeUp Consortia and/or constituent group

**The Partnership can withdraw membership if:**

- The representative organisation does not attend 3 consecutive meetings without prior apologies
- A serious conflict of interest arises
- Decisions regarding the withdrawal of a member organisation from the Partnership will be brought to the attention of the Chair and discussed at the next Partnership meeting for a decision.
  
- Where there is no majority consensus the Chair will have the casting vote.

**Reporting Structure:**

There is an expectation that Partnership members will act as a conduit between their local ChangeUp consortium and/or constituents

Where an agency is delivering a project on behalf of the Partnership the agency is expected to:

- Develop key performance indicators and outcomes before projects are rolled out
- Have a clear understanding of what evidence is to be collected as part of evaluation process
- Provide regular reports on projects at each Partnership meeting

**Decision Making**

Decisions are made on a majority vote. There is an expectation that Partnership members will consult with their respective ChangeUp consortia and/or constituents prior to meetings.

**Secretariat Support:**

The East London CVS Network will co-ordinate the activities and provide secretariat support to the East London ChangeUp Partnership.

Notes and updates on actions/ outcomes from the East London ChangeUp Partnership meetings will be posted on the ELN website.

**Tenure:**

Membership of the Partnership will be reviewed annually in October/November of each year.

An individual may withdraw from the Partnership at any time upon written notification to the East London CVS Network.

### **Frequency of Meetings**

The Consortium will meet bi monthly. However the group will decide if fewer or additional meetings/events are necessary to support the implementation of the East London Sub Regional ChangeUp Business Plan.

### **Conflict of Interest:**

Partnership members must refrain from any conflict of interest. In situations where a real or potential conflict of interest arises in the course of the work of the group, the individual involved must declare this conflict, and disqualify himself/herself from participation in any discussions on that subject matter.

### **Funding and expenses:**

The group will have no specific funds at its disposal. Rather, it is an advisory body, which will inform the wider members of the voluntary & community sector on their decisions with regard to strategic investment of ChangeUp funds in the development of VCS infrastructure support in East London.

### **Election of Chair**

The position of Chair will be reviewed annually by the Partnership to allow for equity and rotation. If the Partnership decides to elect a new chair, then the Chair will need to be nominated by two members of the Partnership and supported by majority vote.

**Agreed by the Partnership  
January 2008**