

Voluntary Action Merthyr Tydfil

CHILDREN AND YOUNG PEOPLE'S VOLUNTARY ORGANISATIONS FORUM (CYPVOF)

TERMS OF REFERENCE

1 Purpose

To provide a forum for voluntary/third sector organisations who have an interest in children, young people and families services in the County Borough of Merthyr Tydfil

2 Objectives

- 2.1 To provide opportunities for voluntary organisations to meet on a regular basis, to aid networking and to respond collectively on issues
- 2.2 To provide a forum for statutory organisations to share information and consult with a range of voluntary organisations
- 2.3 To provide a reference group for representatives of voluntary organisations who represent the sector on multi agency planning bodies and to provide a forum for discussion and reporting
- 2.4 To provide a reference group for VAMT staff to engage with voluntary organisations on a collective basis and provide opportunities to seek views, feedback and to provide reports
- 2.5 To provide a vehicle for selecting/electing voluntary sector representatives to other bodies as appropriate
- 2.6 To promote good practice amongst agencies concerning the views, interests and participation of children and young people

3 Membership of the Forum

The Forum membership shall be open to all members of Voluntary Action Merthyr Tydfil who indicate an interest in children and young people's issues. Membership of the mailing list for the Forum shall be inclusive. However groups will have the opportunity to opt out of membership of the Forum if they so wish.

Standing invitations will be sent to relevant statutory organisations as agreed from time to time. In the first instance representatives will be sought from social services, education, health authority and health trust.

4 Chairperson/vice-chair

A chair and vice-chair shall be elected from the membership of the Forum. The term of office shall be two years. Nominations for the appointment of Chair/Vice-chair shall be sought in writing from the membership of the Forum. If an election is required the voting shall be by postal ballot.

5 Secretariat

The secretary of the Forum shall be a staff member of Voluntary Action Merthyr Tydfil. VAMT will be responsible for taking minutes of the meetings, giving notice of the meetings to the membership of the Forum. The agenda of the meeting shall be agreed with the Chair in advance.

6 Frequency of Meetings

The Forum shall meet on no less than four occasions per year.

7 Working Groups

The Forum shall appoint working groups as and when necessary. The deliberations of working groups must be reported to full Forum Meetings.

8 Review and Evaluation

The Forum shall review the terms of reference of the Forum and evaluate the success or otherwise of the Forum at least every two years.

TOR as agreed May 2009.