



Roles and Responsibilities of Forum Representatives

Introduction

Forum representatives are members of third sector organisations (e.g. staff, trustees, volunteers or users) who represent one of the Southend Community Forums on the Local Strategic Partnership (LSP), Southend Together, Key Strategic Partnerships or other decision-making bodies.

The forums are:

- Health and wellbeing Forum
- Children & Young People's Forum
- Safer and Stronger Communities Forum
- Thriving Communities Forum

This document aims to help the representative to address the roles and responsibilities which might be given to them by providing:

- background and policy context
- key issues to consider

The role of the representative

The role of Forum Representatives on Southend Together Board or other decision-making bodies will include the following:

- Raising the profile of the Forum in a way that highlights the value, diversity and contribution of the Forum in relation to that partnership area.
- Being a voice for the Forum and reflecting the range of views and experiences held by the Forum.
- Influencing and, where necessary, challenging thinking and decisions made by the partnership to ensure the Forum's perspective is taken into account (e.g. discrimination and exclusion of marginalised groups).
- Contributing to the overall development and operation of the partnership to ensure it fulfils its purpose.

Key responsibilities and tasks

In order to perform the above roles, representatives will be responsible for the following tasks:

- Preparing for partnership meetings and reading papers in advance.
- Regularly attending and taking an active part in partnership meetings.
- Maintaining an up-to-date knowledge of the Forum's interests and views through regular attendance the relevant Forum.
- Reporting and feeding back information from partnership meetings to the Forum.
- Liaison and co-ordination with reserve or other Forum representative and with other representatives on the same partnership.
- Undertaking induction and training in support of this representational role, including training around equality and diversity practices.

Code of conduct

- Representatives should ensure that their contact details are up-to-date and made readily available to groups/agencies with whom they will need to liaise.
- Representatives are expected to reflect the broader views of the Forum over and above the interests of their personal or organisation's view.
- Representatives should be aware of, and declare, potential conflicts of interests.
- Representatives should be accountable to those who have nominated or elected them to this role and should inform them immediately if they are no longer able to fulfil the role and/or attend meetings (the relevant Forum via the Partnership Development Manager/ Forum Officer at SAVS).

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