

TERMS OF REFERENCE FOR THE COMPACT STEERING COMMITTEE

1. PURPOSE OF THE COMPACT STEERING COMMITTEE

- a) To undertake partnership activities in accordance with the COMPACT Agreement between the local public bodies and Voluntary and Community organisations in Havering.
- b) To support the implementation of the Community Strategy objectives relating to the Voluntary and Community Sector.
- c) To increase awareness and disseminate information to all the partners and the general public about activities of the COMPACT partnership.
- d) To encourage wider participation from all sections of the community and enhance capacity of the Voluntary and Community Sector in Havering.
- e) To discuss matters of concern to the Voluntary and Community Sector in furtherance of the sector's activities.

2. MEMBERSHIP

Membership will be open to those groups who support and actively champion the aims and objectives of the COMPACT For Havering. The core membership will include an Independent Chair and key Charity Sector CEO's or their representatives, Statutory Stakeholders and LBH Officers

Membership will remain open throughout the year.

The term of membership is detailed as below, and is subject to an annual review.

- Independent Chair: 5 year appointment (reviewed annually)
- Key Charity Sector CEO's: 3 year appointment / annual retirement by one third
- Statutory Stakeholders
- Permanent Standing Members
- LBH Officers
- Permanent Standing Member

Co-opted members may be invited to join the group as deemed necessary.

Member representation	Number
Independent Chair	1
Business CEO	1
Charity CEO	1
Charity CEO	1
Charity CEO	1
Charity CEO	1
Fire Brigade	1
CCG	1
MET Police	1

Cabinet Member for Culture and Community Engagement	1
To attend in advisory capacity/supporting role	
LBH Commissioning Officer	1
LBH Community Development Officer	1
LBH Community Safety & Development Manager	1

3. ELECTION OF MEMBERS

The Independent Chair is elected by the Statutory Standing Members.

The Independent Chair must not be an employee of a Havering Charity and should not have any conflict of interest arising from association to any Havering Charities. The Chair must be deemed as independent and neutral by the Statutory Standing Members.

Key Charity sector representatives will be elected through the Compact Forum member organisations. This will be a formal ballot and election process through the Compact Forum Meetings. If there is only one nomination, this will be agreed by the Steering Group with endorsement by the next available Compact Forum.

4. OFFICERS

In order to ensure smooth running of the COMPACT steering committee, the following office bearers will be elected or selected:

Chairperson - One
Vice Chairperson - One (to be elected as needed on an ad-hoc basis)

London Borough of Havering to provide the secretariat role

5. ACCOUNTABILITY

The COMPACT Steering Committee will be accountable to the Lead Member for Culture and Community Engagement.

6. MEETINGS

The COMPACT Steering Committee will meet for a minimum of four times a year. It will consider all issues raised by all different partners.

Any member unable to attend a meeting is asked to make every effort to send a representative who is able to make decisions.

Any member who has not attended 3 consecutive meetings without apology and/or valid reason, may be deemed to no longer be on the steering group

The thematic sub-groups may wish to meet more frequently and outside the steering committee.

The COMPACT Steering Committee will convene annual meetings every twelve months (November) and represent the annual report to full membership covering the following aspects:

- To monitor, evaluate and oversee the development and implementation of the COMPACT
- To consider how far existing policies, strategies and arrangements need to adapt and develop to meet the requirements of the COMPACT
- To develop a process to consider the findings of the monitoring report, review performance and plan for the next year

At any of the COMPACT meetings at least 50% of the members of the relevant forum should be present to reach official decisions

7. COMPACT FORUM

- Meets quarterly and is open to all sectors
- Discussion forum to feed ideas into the Steering Group
- Suggest members for the Steering Group
- Involvement in Compact sub groups. Forum members to be co-opted as deemed appropriate.

8. REVIEW AND CONTINUOUS DEVELOPMENT

The COMPACT Agreement and these terms of reference will be subject to review once every twelve months, at the annual meeting of the COMPACT for Havering to be held in November.

An annual report will be produced and circulated at the AGM.

9. CODE OF CONDUCT FOR MEMBERS

- Members must declare conflict of interest where appropriate
- Not to accept gifts or hospitality that may be seen to influence or intended to influence opinion or judgement
- Take decisions solely in the terms of interest of the Compact
- Members must not use their position to gain financial, material, political or other personal benefit for yourself, family or friends
- Members must respect fellow members treating them with courtesy, respect and in a non-discriminatory manner at all times
- Members must ensure that confidential material, including details about Individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes