

MILTON KEYNES VOLUNTARY SECTOR CONSULTATIVE ASSEMBLY

TERMS OF REFERENCE

AIMS

- (a) To act as a development and discussion forum for the partnership inter-face between the voluntary sector and statutory agencies in Milton Keynes
- (b) To promote the principles and adherence to the MK Voluntary Sector Strategy.

OBJECTIVES

- (a) To implement an annual work programme for the Assembly determined by the annual meeting of partners, the Council's Grant Aid Committee (or its successor body) and by other partners.
- (b) To ensure that the work of the Consultative Assembly is made known to all voluntary organisations, community groups and departments within the statutory partners.
- (c) To review the MK Voluntary Sector Strategy every three years, commencing in 2002.
- (d) To facilitate an annual meeting between all partners on key and relevant issues.

MEMBERSHIP

- (a) Membership should reflect a broadly equal representation of the Voluntary Sector and the statutory agencies.
- (b) The Voluntary Sector will appoint its representatives at the annual meeting of the Milton Keynes Voluntary Sector Consultative Assembly, by vote if necessary.
- (c) Members of the Assembly may arrange a substitute to attend on their behalf.

CHAIR AND VICE-CHAIR

- (a) The Chair of the Assembly will be elected annually at the first meeting following the Assembly's Annual Meeting each year. The Assembly will also elect a Vice-Chair annually at the first meeting following Milton Keynes Council's Annual Meeting each year.

Note: The Chair will be recommended for co-option to the Milton Keynes Council Grant Aid Committee or any successor body responsible for scrutinising the Council's relationship with the Voluntary Sector, and will liaise with and update both the Assembly and the Committee on progress.

VOTING

- (a) The Assembly will aim to reach agreement by consensus. Should a situation ever arise where this is not possible, the issue can be taken to the Grant Aid Committee (or its successor body) for resolution.

MEETINGS

- (a) The Assembly will meet quarterly.
- (b) Additional meetings may be called by the Chair of the Assembly as necessary or on the request of three Members.
- (c) Meetings will be held in public.