

Appendix 4 – Proposed Governance Structure

DRAFT Terms of Reference:

Aim

The key purpose of these meetings is to ensure that the Community hub is supported and delivers on the short term objectives as set out in the Implementation of the Southwark Community Support Alliance cabinet paper.

Objectives

- Agrees on the vision, aim and objectives of the Community Hub (what does success look like)
- Provides direction and advice on what the holistic service should be, that is able to support residents in addressing wider needs
- Develops and improves the existing links and partnerships with VCS and other existing hubs and ensures that the Community hub is integrated across Southwark services
- Instructs officers to test new ways of providing food, housing, employment, skills, money, social care and immigration support in local communities

The purpose of the Implementation Group and working Group(s) is to:

1. Oversee the developments and communications given to vulnerable residents across the Hub and wider partnership to provide a consistent and joined up support service.
2. Ensures that the Southwark Community support alliance are focused on providing social support that delivers long-term reductions in health inequalities and builds on the successes of the Community Hub.
3. The Southwark Community Support Alliance delivers against the proposed framework and outcomes.
4. Agrees to all proposed developments and testing using an agile project approach

Term

The Implementation Group will be informed by the current Food hubs working group. The Implementation group may decide to create further working groups to help inform decision making project developments. These groups will be effective from October 2020 and until 31 March 2021. Where a full review will be conducted to check on progress and developments of the implementation plan.

Membership (Please refer to appendices 1 and 2 of this report for structure)

Membership of the Implementation Group will include representatives of key partners from the voluntary and community sector, health and council and will meet once a month. The group will be chaired by the Cabinet Member for Social Support and Homelessness who will agree the membership.

The Southwark Council Project Team will be made up of the following members and will meet once a week:

- LBS, Director of Communities
- LBS, Community Hub Project Managers x2 (co-chair)
- LBS, Community Hub officers x2

The Food hubs working group will be made up of the following members and will meet once a week

- Community Southwark
- Albrighton Community Fridge
- Central Southwark Community Hub

- Lewington Centre
- Pembroke House
- Pecan
- Paxton Green Time Bank
- St George the Martyrs
- Time and Talents
- LBS, Operations Team Manager – Community Hub
- LBS, Healthy Food and Business Officer (Representing community kitchens)
- LBS, Community Hub Project Manager (Co-Chair)
- LBS, Policy Officer (Obesity, Physical Activity & Behaviour Change) (Co-Chair)
- SFAA, Coordinator (Co-Chair)

The IT data and CRM systems working group and Health and VCS working group need to be developed and membership agreed and will meet twice a month.

Meetings

In the event that members are unable to attend, it is requested that a suitable and fully briefed deputy to be arranged.

- It is proposed that only actions are recorded and shared
- Agenda items will be shared a day before any meeting, where anyone within the membership can contribute to the Agenda.
- Meeting papers and actions, will be shared via email – to all attendees and those within the membership whether they have attended the meeting or not
- The format of the meetings will consist of discussions and presentations in different methods.
- Non-members may well be invited to group meetings, but must be agreed 2 days before the meeting date by Chairs of those meetings.

Sharing of information and resources (including confidential materials)

- All information shared, within the group must be allowed to be shared within the public domain. Unless the member has exclusively expressed that the information is to be kept within the group only.
- Any confidential forms and papers shared, at the meeting must be watermarked with confidential on them.

Accountability

- All groups will contribute to proposals and discussions on the Community Hub, including any developments.
- To develop, promote and scrutinise plans, projects and services that would benefit the residents of Southwark.
- The Implementation Group approves all recommendations and proposals that are presented by the project team and working groups.
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Risk management

- Maintain and monitor risk register, and issues log and escalate as appropriate, for example if another lockdown occurs due to COVID-19.

Other duties

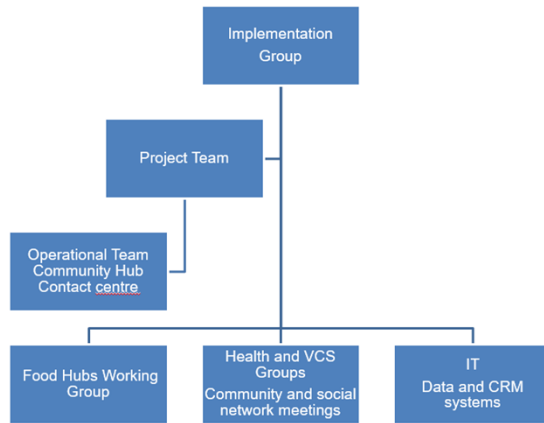
- The Implementation Group will review its terms of reference, membership, relevance and effectiveness on a quarterly basis.

Appendix 1 – Governance and working group structure

Community Hub

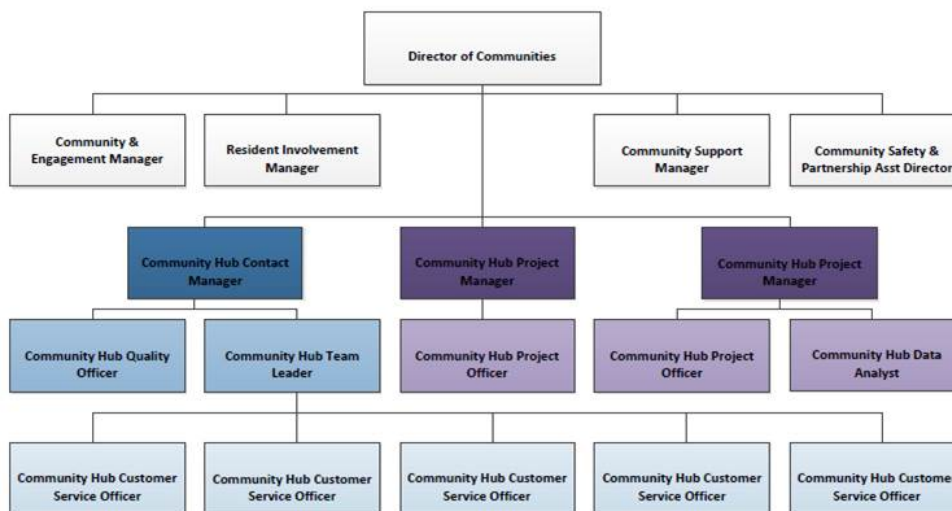
Implementation Network Groups and Project Team

Revised Informed meetings



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Appendix 2 – Current Community Hub staff structure



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