

Calderdale Infrastructure Partnership

Terms of Reference

Membership

- Members will consist of organisations working within Calderdale that provide infrastructure services to the Voluntary and Community Sector of Calderdale. These organisations can be either Calderdale or West Yorkshire wide, so long as the organisation undertakes activities within the Borough of Calderdale.
- The legal accountable body for the project will be the board of Voluntary Action Calderdale

Guiding Principles

- Calderdale Infrastructure Partnership will work in line with the WLYDA principles, reviewing them on an annual basis to ensure they are relevant and appropriate to the Borough of Calderdale

Key aims

Calderdale Infrastructure Partnership is committed to developing the VCS of the Calderdale and aims to:

- Support the sustainability of the VCS within Calderdale
- Promote the influence of the VCS within Calderdale, both at a district and sub-regional level with statutory, public, private and other VCS organisations
- Develop high quality and effective VCS infrastructure support for frontline organisations, through partnership working in order to maximise the resources available within the district
- Ensure an effective dialogue between infrastructure service providers both at a district and sub-regional level
- Ensure information provided to frontline organisations is clear, relevant and helpful.
- Identify areas of collaborative working both with district and sub-regional partners
- Produce joint funding bids, where appropriate, to maximise the potential for service delivery to front line organisations
- Ensure the sustainability of the Infrastructure Partnership in the longer term

Meetings

- There shall be at least one meeting of the partnership per quarter
- It will be the responsibility of Voluntary Action Calderdale to convene and service the meetings of the steering group
- The Chair of the partnership shall be the Chief Officer of Voluntary Action Calderdale
- The Chair will be responsible for co-ordinating information for the meeting and drawing up an agenda for each meeting
- Where possible information will be circulated at least a week before the meeting is due.
- It will be the responsibility of all members to ensure linkages from the partnership to wider sub-regional and regional partnerships and initiatives
- Members will ensure that wider sub-regional and regional information is fed back to the partnership

Communication and Representation

- Voluntary Action Calderdale is responsible for communicating information between the Infrastructure Partnership and the WYLDA executive
- All members are responsible for communicating with frontline organisations and feeding information into the partnership
- All members are responsible for representing the Partnership, when and where appropriate, to further the aims of the Partnership

Monitoring

- It is the responsibility of Voluntary Action Calderdale to ensure all monitoring reports are submitted to WYLDA each quarter