

Hammersmith & Fulham Advice Forum Terms of Reference

The forum aims to be the point of contact for information, consultation and communication on all advice and information issues that are relevant and important to the advice and information providers in the borough.

The forum will strive to:

- influence advice policy at a local level
- exchange information relating to advice and information on a regular basis.

Terms of Reference

1. The forum shall attempt to meet not less than bi monthly. Meetings should include a presentation or training session on subject areas agreed by the forum.
2. The forum membership shall be open to all advice providers in the borough. The forum may invite other relevant participants to its meetings as and when appropriate.
3. The forum may appoint a chair and/or vice chair whose remit and term will be agreed by the forum.
4. The forum may appoint individual working groups at some stages. The forum will agree the terms of reference for these groups around their working remit. Communication between the working group and the wider forum will be maintained and the working group remains a full part of the wider forum.
5. The forum will initially be co-ordinated by Mandy Goodall, Advice Station who will set up and update a database of members. She will prepare and circulate minutes and agenda to forum members and other relevant parties as agreed by the forum.
6. The forum will review its role and its membership every 12 months and will agree priorities for the next 12 months.
7. The forum will proactively seek to ensure diversity within its membership and to ensure its makeup is reflective of all communities providing advice within the borough.
8. The forum may undertake other tasks that are consistent with the aims of the forum, which may include, capacity building, awareness-raising events, workshops, training and focus groups.
9. The forum will in all of its activities, aim to keep the views of services users/ clients paramount, consistent with its mission statement.