

Wandsworth Advice Forum

Memorandum of Understanding



The terms of co-operation for each specific activity implemented under this Memorandum of Understanding (MoU) shall be mutually discussed and agreed upon in writing by members of the Wandsworth Advice Forum (WA).

Mission Statement

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.
- Improve working relationships and collaboration between agencies

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1. The forum will meet on a quarterly basis. 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.
2. The forum will appoint a chair and/or vice chair whose remit and term will be agreed by the forum.
3. The forum will 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.
4. The forum will appoint a body or organisation to act as secretary. They will prepare and circulate minutes and agenda to forum members and other relevant parties as agreed by the forum. **[We propose that this role is performed by Citizens Advice Wandsworth initially.]**

5. The forum will review its role and its membership every 12 months and will agree priorities for the next 12 months.
6. 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.
7. The forum will 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.
8. The forum shall in all of its activities, aim to keep the views of services users/ clients paramount, consistent with its mission statement.
9. The forum will maintain the WandsworthAdvice.org website. Advice members who are members of the forum will endeavour to keep their organisational, branch(s) and service(s) details on the WandsworthAdvice.org website up-to-date.