



# CLF Policy Documents

## WHAT IS THE

In April 2002 the local public metropolitan trust etc and businesses Strategic aim of the HSP is services and address the key issues in the Borough through partnership working.

Haringey's voluntary and community sector are close to local people and we understand the needs of local people well. Therefore important that the views of voluntary and organisations are shared with partners duty in the area of public services.



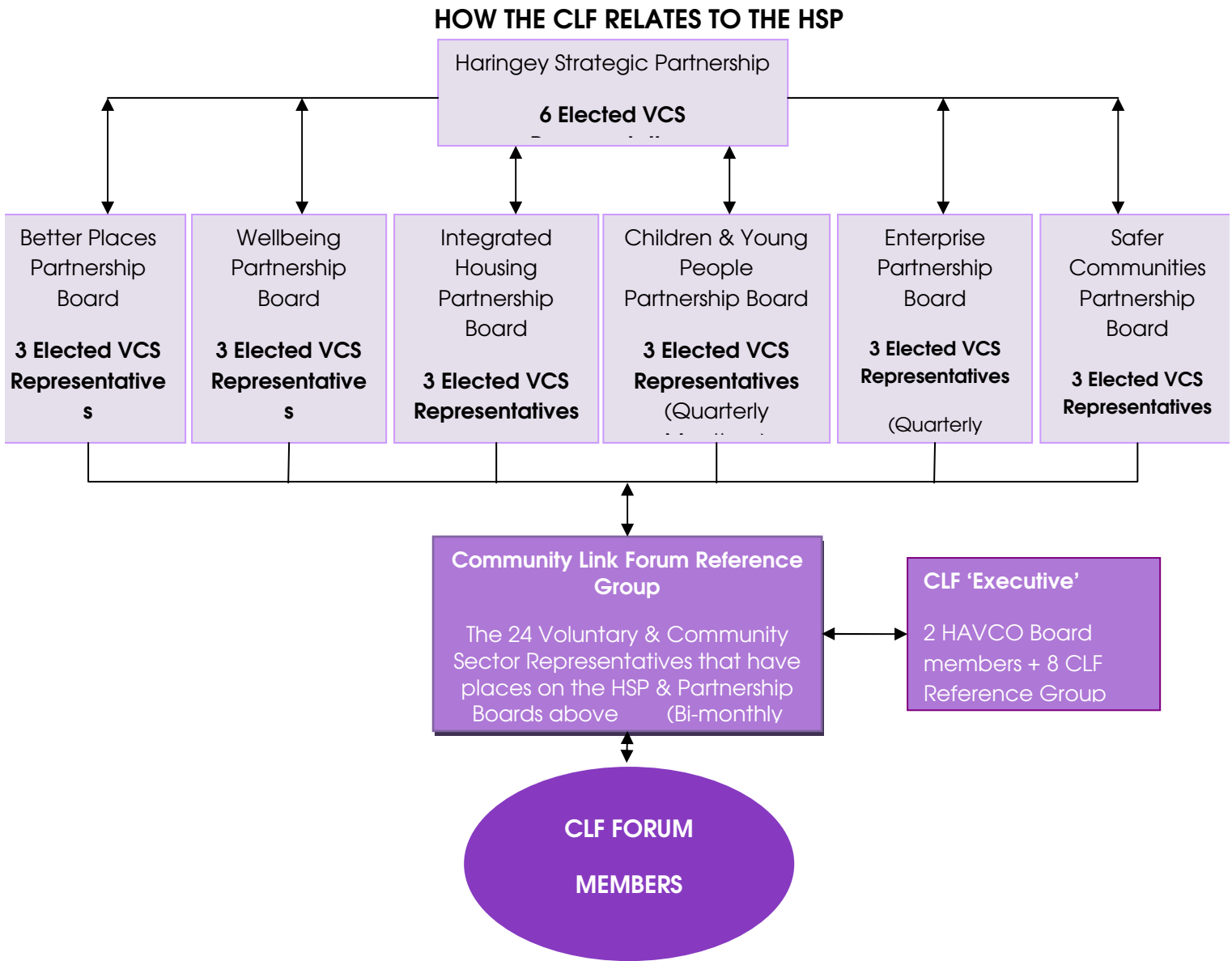
## UNITY SECTOR

Council joined with agencies such as the police, primary care community groups to create the Haringey Partnership (HSP). The to improve public



The Community Link Forum will hold briefings with representatives from the voluntary and community sector that have places on the HSP and/or its Thematic Partnerships Boards. It will fully support the representatives through training/specialist guidance etc. The CLF will bring representatives together with the wider voluntary and community sector so that they are able to share their views collectively.

The priorities of the new sustainable Community are: **“People at the Heart of Change”**



## Terms of Reference

### Community Link Mission

To increase the level, accessibility and quality of services meeting local need and community cohesion through greater engagement and influence.

### Community Link Objectives:

- (i) To support community representatives on strategic partnerships

- (ii) To work with stakeholders to identify how the voluntary and community sector can contribute towards delivery of targets within the LAA and Community Strategy
- (iii) To collate views of the voluntary and community sector on strategic issues, ensuring they are fed into the debate through the HSP and other fora
- (iv) To engage frontline organisations so they have enough information and the systems to influence policy
- (v) To support community needs assessment by members of Community Link in order to influence policy
- (vi) To propose solutions where things could be better
- (vii) To support better partnership and collaborative working
- (viii) To support statutory agencies and the partnership in clarifying the role and expectations of the voluntary and community sector in Haringey
- (ix) To support the voluntary and community sector to understand the balance between campaigning role and service delivery
- (x) To build trust, understanding and clarity between elected Councillors and representatives to see how they can co-exist to build a better society

### **Role of HAVCO in Relation to Haringey Community Link Forum**

- a) HAVCO's role is to represent the interests of the voluntary and community sector and to empower and support Community Link to speak for communities
- b) HAVCO would be the lead and accountable body for the service, and therein have ultimate power to revoke the membership of Community Link Members who breach the terms of reference and / or the agreed code of conduct

### **Community Link Membership**

- Membership of Community Link is separate to HAVCO's membership
- Membership is free
- Only constituted voluntary and community organisations in Haringey or organisations based outside of the borough that have a substantial percentage of Haringey residents using their services can be members. In relation to this forum constituted encompasses the following organisations: -
  - Voluntary and community organisations governed by a committee of volunteers with terms of reference and/or
  - Those with governing documents falling into one of the following headings; Constitution, Memorandum and Articles of Association, Trust Deed, Set of Rules (Industrial and Provident Societies), terms of reference (for community forums etc).
- Members are expected to adhere to the Community Link Forum's code of conduct.

**CLF representatives Roles and Responsibilities  
For CLF representative and the CLF Reference Group**

## What is an elected Community Link Forum (CLF) representative?

An elected CLF representative is an individual who is: a) nominated by a CLF member organisation and agrees to stand as a CLF representative; and b) is successfully elected via an open election process in their bid to become a CLF representative. For information on who is eligible to stand from election.

## What is a co-opted Community Link Forum (CLF) representative?

A co-opted Community Link Forum representative has been recommended by the CLF (i.e. by the CLF Executive) and approved by the HSP to sit on the HSP Board or by one of the Thematic Partnerships to sit on that Partnership Board because:

- a) a voluntary and community sector place on the HSP or the Thematic Partnership Board is vacant because it was not filled via the CLF election; or
- b) a voluntary and community sector place on the HSP or the Thematic Partnership Board becomes vacant for some reason; or
- c) the CLF, in accordance with its agreed principles on co-option, has identified a particular useful skill or knowledge or an important gap in the membership of the HSP Board, or one of the Thematic Partnerships and believes that the HSP or relevant Thematic Partnership Board would benefit from additional specialist input.

**What is the CLF Reference Group and who are its members?** The CLF Reference Group is the collective name for all elected, co-opted and HAVCO CLF representatives - all such CLF members are automatically members of the Reference Group. The CLF Reference Group will be brought together collectively a number of times each year. In addition, members of the Reference Group may be asked to meet on the thematic basis.

## Overarching Roles & Responsibilities

1. **Promoting the CLF's objectives:** CLF representatives are expected to work together to promote the CLF's objectives.
2. **Acting in accordance with the CLF's agreed policies:** CLF representatives are expected to act in accordance with CLF policies, where these have been agreed by the CLF, and /or the views or the body that they are representing as opposed to representing their personal position.

If CLF policies conflict with the views of the body that they are representing, then the representative and the CLF should seek a resolution and to come to a common agreed position. If a common position cannot be achieved, then the representative should reflect the position of their organisation but also identify that this is not the CLF position.

3. **Working collectively to promote the needs of Haringey's communities:** CLF HSP representatives are expected to work collectively and co-operatively with the CLF, other CLF representatives and the HSP to ensure that the needs and interests of Haringey's voluntary and community sectors, service users and communities are considered by the HSP. This will involve:
  - a) drawing on the collated views of the voluntary and community sector on strategic issues;

b) ensuring that these views are fed into HSP Board, thematic forums and associated debates.

4. **Promoting the CLF's policies:** CLF representatives should familiarise themselves with the policies of the CLF if binding decisions have been taken.

***Information will be provided on the CLF website and CLF meetings to assist representatives.***

5. **Complying with the CLF code of conduct:** CLF representatives should abide by the code of conduct set out in this annex.
6. **Complying with requirements placed on the HSP members:** CLF representatives will be expected to comply with the requirements placed on HSP representatives that are listed below and any other roles and responsibilities agreed between the HSP and the CLF.
7. **Acting in the interest of the voluntary and community sector:** HSP members must make the interests of the community their main focus and should act in the public interest. Voluntary and community sector representatives are expected ensure that the interests of the voluntary and community sectors are raised.
8. **Issues and concern:** In bringing issues and concerns from their particular sector, HSP members should aim to contribute developing joint solutions with partners.
9. **Decision making when at meetings:** HSP representatives should be authorised to take decisions on behalf of their organisation, including decisions which may change the way in which agencies work together where this is consistent with accountability principles.

Where CLF HSP representatives are unable to make immediate decisions, their recommendations should be made via their organisations appropriate structures. Decisions made following recommendations must be supported by the organisation. (Representatives will be informed of any time frame for decisions to be made following recommendation.)

10. **Serving the community:** HSP representatives have a responsibility to work on behalf the whole community and are not to do anything which they could not justify to the public. HSP representatives must bear in mind the duty to serve the whole community and not just part of it.
11. **Promoting equality:** HSP representatives should promote equality by not discriminating against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or economic or social status. In addition, HSP representatives should respect and promote human rights and where lawful give due consideration to public sector duties to promote equality of opportunity.

## Role requirements

**Why have role requirements been identified?** The requirements listed below identify key commitments, skill, knowledge and experience required to be an effective CLF representative.

**Why is there a strong emphasis on commitment as opposed to experience?** A strong emphasis is being placed on commitment, in order not to exclude people unnecessarily. Obviously, people with experience of playing a representative role are welcomed and needed; but it is also important to encourage as wide, and diverse, a range of potential CLF representatives as possible.

**Why is some training compulsory?** The commitment to attend compulsory CLF training is key to ensuring that all the CLF representatives fully understand their role and are able to fulfil their roles and responsibilities as a CLF representative.

**How will these role requirements inform the election process?** In producing their election statement, potential CLF representatives are encouraged to make direct reference to their ability to how they meet these role requirements and their commitment to being an effective CLF representative.

1. Knowledge and understanding of Haringey's community and voluntary sectors.
2. A commitment to attend compulsory CLF training and to take up other relevant development and training opportunities associated with being an effective CLF representative.
3. Experience of contributing to community and/or community development strategies.
4. A commitment to developing an understanding of the strategic and policy framework and issues for HSP and the CLF.
5. A commitment to playing an active role within the CLF and the HSP.
6. The ability to represent the CLF in negotiations and /or a willingness to develop relevant negotiation skills.
7. A commitment and willingness to act in accordance with principles in relation to participation in public life and representation (see Annex G).
8. A commitment to attending agreed meetings as relevant (e.g. HSP Board meetings, Thematic Partnership meetings, CLF Executive meetings, CLF Reference Group meetings etc.).

9. A commitment to attending, participating in, and contributing to relevant meetings with voluntary and community groups in the borough.
10. An understanding of equality of opportunity and commitment to complying with, and contributing to the implementation of, the CLF's Equality, Diversity and Human Rights Policy.

## Code of conduct for CLF member organisations & CLF representatives

### 1. Abiding by this Code of Conduct

CLF HSP representatives and members are expected to abide by the requirements set out below in this code of conduct when engaged in activities relating to the CLF. Any complaints will be dealt with in accordance with the complaints procedure identified in the CLF's operational guidelines. If a breach of this code is alleged a CLF member or representative may be suspended pending an investigation. If a serious allegation is upheld action may be taken against the member organisation or representative up to, and including, termination of membership or role as a representative.

### 2. Understanding & seeking to fulfil the CLF representative's role

As a CLF representative you should to seek to make sure you:

- a) understand your role as a CLF member and/or CLF representative;
- b) seek to fulfil your responsibilities as CLF member and/or CLF representative.

***Please note: Prospective and elected CLF HSP representatives will receive development opportunities, support and training from the CLF team to assist you to fulfil your role and will be expected to make reasonable attempts take up these opportunities.***

### 3. The Nolan principles and principles of representation

CLF HSP representatives are expected to act in accordance with the **Nolan principles** which set out standards for those holding public office and overlapping principles in relation to effective representation. CLF representatives, and where appropriate, CLF members are expected to act in accordance with the following:

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- **Selflessness:** The CLF representatives should act solely in terms of the public interest; not to gain financial or other benefit of themselves, their family or their friends.
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- **Integrity:** The CLF representatives should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
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- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individual's rewards and benefits, CLF representatives
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	should make choices on merit.
▪ <b>Accountability:</b>	The CLF will clearly define its arrangements & responsibilities in respect of its actions and decision-making.
▪ <b>Openness:</b>	CLF representatives should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands. They should also be as open as possible in their dealings and relationships. However, due consideration should also be given to any confidentiality requirements.
▪ <b>Honesty:</b>	CLF representatives have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest
▪ <b>Leadership:</b>	CLF representatives will aim to think and act strategically.
▪ <b>Equality:</b>	Equality, diversity and inclusiveness should be placed at the core of what CLF representatives do.
▪ <b>Clarity of purpose:</b>	There should be clarity about the CLF's objectives which are based on a strong evidence base.
▪ <b>Sustainability:</b>	CLF representatives should seek to work collectively, and where possible, with a collective voice.
▪ <b>Clarity of values:</b>	The CLF, and its representatives, will seek to identify and build on the values of the local voluntary and community sector.

CLF HSP representatives should note that the Haringey COMPACT also takes on board these most of these principles within the agreement.

***Please note: To assist representatives, mandatory training will be provided and there will be opportunities to explore and discuss the practical implementation of these principles:***

#### 4. Resolving problems

If CLF members and/or CLF representatives experience difficulty in fulfilling their roles or responsibilities or have concerns, these difficulties should be explored with the CLF Team and/or the CLF Reference Group to seek resolution.

#### 5. Attending meetings

CLF HSP representatives should plan to attend at least two thirds of the meetings each year at which they act as a representative and/or make suitable alternative arrangements if this is not possible.

#### 6. Conflict of interest

Representatives should not intentionally place themselves in a position of conflict of interest. If a conflict of interest arises, they should make this known to the CLF (e.g. Reference Group) and the CLF Team and seek a resolution. In acting as an HSP representative, a CLF representative must also abide by the HSP's requirements on conflict of interest.

## **7. Equality and respect**

Representatives and member organisations should expect to be treated with respect and in accordance with equality principles. Representatives and CLF members should treat others (e.g. CLF colleagues, council officers, HSP colleagues) with respect and accordance with equality principles at CLF and HSP meetings, in correspondence and communications. CLF members and representatives are expected to comply with the CLF's, "Equality, Diversity and Human Rights Policy".

## **8. Dealing with conflict**

If disagreements or conflicts arise that are not resolved through normal day-to-day interactions; a CLF HSP representative should raise the matter with the CLF Team, the HSP (or relevant Thematic Board) and/or the CLF Reference Group as appropriate.

A CLF member should raise the matter with the CLF Team or the CLF Reference Group as appropriate.

If necessary, mediation should be sought to resolve profound disputes or conflicts. CLF HSP representatives and member organisations should refrain from public attacks on the CLF and each other.

## **9. Reporting back**

CLF HSP representatives will be expected to report back verbally on their representative activities and to answer questions from other CLF members. Where applicable, the CLF Team may require the CLF HSP representative to complete a HSP/Thematic Board feedback form or similar pro-forma.

## **10. Financial matters**

No CLF representative or CLF member organisation may commit HAVCO or the CLF to expenditure. Any expenditure related decisions must be considered in accordance with HAVCO's financial policies and procedures including procedures governing the CLF and CLF representatives.

## **11. Decision-making**

CLF HSP representatives and CLF member organisations may promote or disagree with existing CLF policy decisions. No CLF representative, or CLF member organisation, may unilaterally commit the CLF or HAVCO to a new policy position or decision.

## **12. Bringing the CLF or HAVCO into disrepute**

CLF HSP representatives and CLF member organisations, when engaged in any activity related to the CLF, should refrain from any action that brings, or is likely to bring, the CLF or HAVCO into disrepute. If alleged, behaviour, and/or allegations, that could bring a CLF representative, a CLF member organisation, the CLF or HAVCO into disrepute, could in the first instance lead to a suspension from CLF activities. Such conduct would have to have been relevant or related to the CLF, and it would then need to be investigated and established, based on the principles and processes of natural justice and subject to appeal. Such actions could include, but are not limited to:

- a) breaches of this Code of Conduct;
- b) violent or abusive behaviour;
- c) allegations of serious criminal offences or breaches;
- d) formal investigations into alleged serious civil or administrative breaches;
- e) allegations of serious or gross misconduct.

## Equality, Diversity and Human Rights policy

### Introduction

Haringey Community Link Forum (CLF) is a network of voluntary and community organisations that conduct the majority of their activities or provide the majority of their services to people who live and work in the London Borough of Haringey. The CLF facilitates and promotes voluntary and community sector involvement in the Haringey Strategic Partnership Board and its subcommittees (its thematic partnerships). The CLF recognises the importance of community cohesion, diversity, equality, human rights and social inclusion.

## Statement of intent

*The CLF values diversity and believes that all people have an equal right to participate in, and benefit fully, from all opportunities; this includes employment rights, rights to access services and resources, and rights to participate in social and public life. We will actively work towards reducing unfair discrimination in society, the elimination of discriminatory practices within organisations and achievement of diversity, equality and human rights' objectives and agendas.*

*We will not discriminate and we will work with member organisations, CLF representatives, the HSP and others, to eliminate discrimination, on the grounds of age, caste, colour, disability, ethnic origin, gender, gender identity, health or HIV status, immigration status, language (including the language of deaf people), marital status, nationality or national origins, non-relevant or unrelated criminal conviction, race, religion or belief, responsibility for dependants, sexual orientation or social or economic status, trade union activity, transgender status or other conditions or requirements and cannot be shown to be justifiable.*

## Working together to promote equality and human rights

Discriminatory practices, inequality and a lack of the practical application of human rights principles may seriously undermine the life opportunities of Haringey residents and service users; and may also be entrenched in community, voluntary, private, public or statutory organisations. The CLF recognises that public sector duties to promote equality - currently covering disability, gender and racial equality - and duties to promote human rights are designed to tackle institutional discrimination and human rights failures.

The CLF welcomes the fact that the public sector equality and human rights duties apply directly to public sector partners, and in particular to, all statutory members of the Haringey Strategic Partnership. We also welcome the fact that the key public sector equality duties also apply to directly or indirectly to voluntary organisations that exercise public functions. We will work actively to encourage CLF and other community and voluntary organisations to understand, and address, diversity, equality and human rights principles and associated legal requirements. We will work actively with the HSP to develop positive, practical, proactive and supportive approaches to deal with challenges, and realise benefits, associated with diversity, equality and human rights.

## CLF working in partnership

CLF will work in partnership with others organisations, including the HSP to:

- **Promote a shared vision:** about how to combat all forms of discrimination, harassment and victimisation and promote good community relations, equality and human rights.
- **Promote understanding:** of relevant equality and human rights enactments and practical strategies for benefiting Haringey's communities.
- **Encourage diversity in the membership of the CLF.**

- **Ensure involvement and listen:** We aim to ensure that all parts of the community feel that they have a voice and can be involved in CLF decision-making.
- **Support community engagement and empowerment:** We aim to encourage Haringey's diverse and rapidly changing local communities, including traditionally excluded groups, to participate in the CLF and HSP.
- **Encourage and facilitate involvement in the CLF:** We aim to enable all members groups, sectors and communities to participate in consultation and decision-making within the CLF.
- **Identify and remove unfair barriers to participation in the CLF.**
- **Conduct meetings on the basis of respect and commitment to listening:** We will respect the contribution of all parties and make space to encourage genuine involvement, participation and empowerment.
- **Promote understanding and co-operation between different communities and groups within communities:** We will seek to develop opportunities to learn about each other's cultures and experiences.
- **Promote policy and strategic developments:** We will aim to ensure that CLF members have equal opportunities policies in place, and assist and encourage members to develop strategies to tackle discrimination and promote community cohesion and human rights.

#### Key equality, civil and human rights related legal provisions

- **Civil rights** - including the rights of carers, civil partners, gender recognition rights and rights in relation to data protection.
- **Equality related employment rights** - including adoption, maternity, paternity and parental leave; pregnancy rights; rights for part time and fixed term workers; and rights in relation to holidays, minimum wage and the number of hours of work.
- **Equality strands** - including age, disability (including HIV and health status), gender (including marital status & transgender people), racial grounds, religion or belief and sexual orientation.
- **Areas** - education, employment, housing, public office, the provision of facilities, goods and services, training and a wide range of other areas.
- **Public sector equality duties** - including duties to eliminate unlawful discrimination in exercising public functions in relation to most equality strands and duties to promote disability, gender and racial equality.
- **Human rights** – including the right to life; prohibition of torture; prohibition of slavery & forced labour; right to liberty & security; right to a fair trial; right to no punishment without law; right to respect for private & family life; freedom of thought, conscience and religion; freedom of expression; freedom of assembly and association; the right to marry; prohibition of discrimination; prohibition of abuse of rights; right to protection of property; right to education; and the right to free elections.