

## Appendix 3

	<b>Area</b>	<b>Core activities and tasks</b>	<b>When</b>	
1.	<b>Elections consultancy work:</b>	Advising on the election process and undertaking the consultancy work set out in the next table.	October 2007	January 2008
2.	<b>Addressing identified key issues and questions:</b>	Terms of reference: Updating the provisional terms of reference for the community engagement project .(See Protocols/ToR section, row 6)	October 2007	November 2007
		Structure, legal and organisational issues and co-options.		
		Developing detailed guidance to address how the community engagement forum will work.	November 2007	December 2007
3.	<b>Staff induction:</b>	Assisting with designing the staff induction programme.	November 2007	November 2007
4.	<b>Communication, information and publicity:</b>	Developing a communications and publicity strategy. Liaising with HAVCO staff around the website and database and development of a strategy to support the community empowerment/engagement project	November 2007	December 2007
5.	<b>CEN and CVS liaison:</b>	Liaising with other CENs and CVSs to inform the development of HAVCO's community empowerment /engagement functions.	October 2007	November 2007
6.	<b>Developing the protocols/ToR:</b>	<ol style="list-style-type: none"> <li>1. HAVCO /Community Engagement Forum to include structure of CLF and how it relates to HAVCO e.g. 'executive,' reference group, wider CLF meetings including frequencies etc.</li> <li>2. Community Engagement Forum ToR to include robust Code of Conduct, and address equality issues.</li> </ol>	October 2007	November 2007

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7.	<b>HSP representatives liaison and support:</b>	Liaising with existing reps. Monthly meetings to enable input into the work around the further development of the community engagement framework, work to identify key policy and development issues and future support issues.	November 2007	March 2008
8.	<b>HSP co-ordination:</b>	Developing a framework for seeking and circulating feedback from representatives and to the wider CLF	November 2007	December 2007
9.	<b>Information and training:</b>	Developing a training programme for representatives in consultation with stakeholders and taking account of Skilling up for LSPs and other strategic initiatives designed to inform and empower representatives.	November 2007	January 2008
10.	<b>2008/09 work programme development:</b>	Considering the community empowerment/engagement work programme for 2008/09 after discussions with existing representatives and key stakeholders, research. Advising on the development of a work programme work covering five strands: a) Information and communications; b) Capacity building and community empowerment; c) Influence and Impact; and d) Funding and sustainability.	November 2007	January 2008
11.	<b>HSP liaison:</b>	Liaising with the HSP around the review of the HSP and the implications for the Community Empowerment/Engagement framework.	October 2007	December 2007

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<b>Table 8: The elections – key tasks and timetable</b>				
	<b>Task/ activity</b>	<b>Explanation</b>	<b>Decision/action by</b>	<b>When</b>
1	Election options and in principle decision on use of Electoral Reform Services or other body:	Explore election models adopted by other Forums & clarify what role the Electoral Reform Services or alternative may play. Consider whether the electoral process will be an entirely paper and postal based process. Identify costs.	Reference Group HAVCO Board	October 2007 October 2007 December 2007
3	The role of the forum and its relationship with HAVCO and the HSP:	A protocol needs to be developed on the role of the forum before inviting organisations to join - NC	Reference Group HAVCO Board	Oct./ Nov. 2007 November 2007 December 2007
4	Devise a marketing strategy for the Forum and agree IT strategy:	The marketing strategy and IT strategy to cover key marketing activities, marketing tools, use of the website database, responsibilities and budget. Must consider a Forum membership database and relationship with networks and VCS data.	HAVCO Board	Oct./ Nov. 2007 Nov. /Dec. 2007
<p>Note: Once tasks 1 – 4 have been undertaken and key decisions made, the focus will be on implementation. It has been assumed that the Reference Group will remain interested in this process and wish to feed into the process although decisions will be made by HAVCO as the accountable body.</p>				
5	Election arrangements:	Must finalise the arrangements for the elections. Must be clear about: a) eligibility for membership of Forum; b) eligibility to stand as a representative; c) type of election (postal, e-voting etc., general meeting); d) who will oversee the election process and budget (e.g. Electoral Reform Services); e) the Boards and Theme Board. & number of places in the revised HSP structure; f) associated voting issues. <b>NC</b>	Reference Group HAVCO Management Team HAVCO Board Council/ HSP	November 2007 November 2007 Nov/ Dec. 2007 Nov/ Dec. 2007

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6	Briefing Pack on Forum membership and invitation:	A briefing pack on the benefits of forum and forum membership needs to be produced – this should include at least the terms of reference for the forum, the relationship with HAVCO, the Forum's status. Information must clearly identify the deadline for receipt of applications in order to be eligible to vote. <b>NC</b>	Reference Group HAVCO Management Team	Oct./ Nov. 2007 November 2007
Note: Once tasks 5 & 6 have been completed, it is anticipated that decisions will be taken by the Project Manager and HAVCO's Management Team and the work will be undertaken by the project staff or by any contractors commissioned to do any specific work.				
7	Information Pack for representatives and associated documents:	Rep. role description, key expectations, accountability, values and principles, any eligibility requirements in relation to standing for election. <b>NC</b>	Reference Group HAVCO Management Team	Oct./ Nov. 2007 November 2007
8	Web and database work: Implementing the agreed IT strategy for the Forum:	Website strategy and any changes to the Community Links website need to be implemented by <b>HAVCO staff or contractors</b> . Database strategy needs to be implemented that will enable the Forum to be effectively supported and records maintained.	HAVCO Management Team & HAVCO Board?	November/ December 2007
9	Print invites, packs etc. and place information on website	Proper time needs to be allowed for proofing and other checks and printing. <b>Project Ass</b>	Project team	December 2007
10	Circulate invitations to join the Forum:	It is anticipated that this will involve circulating a detailed letter of invitation and short paper to all Haringey community & voluntary organisations known to HAVCO (800 plus orgs). Deadline to respond 1 month? to mid February 2008. <b>Project Ass</b>	Project team	Mid January 2008

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11	Processing membership applications and data inputting:	Checking relevant information and drawing up a membership list and inputting information into the membership database. <b>Project Ass</b>	Project team	By end February 2008
12	Circulate information re the elections to members and election held:	The voting process needs to be a clear and simple as possible. Stage 1 request for nominations – decisions will have to have been made. Stage 2 voting on nominations. <b>Project Ass</b>	Project team	March 2008