

Draft 1	
<b>Hunts forum for Voluntary Organisations</b>	
<b>Commissioning Agreement</b>	
<b>Key Target</b>	<ul style="list-style-type: none"> <li>To enable Huntingdonshire residents to take an active part in their community</li> <li>To work to ensure that communities are inclusive</li> </ul>
<b>Service Description</b>	<p>A professional support, development and promotion service for the voluntary and community sector (VCS), to enable it to become more sustainable, enterprising and effective. This will include:-</p> <ul style="list-style-type: none"> <li>Practical assistance and support, including a fundraising service, training and general support on governance, management and employment;</li> <li>Leadership of the sector, including taking the lead on initiatives to encourage and facilitate groups to network, merge or cluster, and common share services and facilities;</li> <li>Representation of the sector at strategic level, facilitating third sector involvement in shaping the delivery of public services;</li> <li>Facilitating consultation and communication, including providing an effective liaison function between the local authority and the VCS, through newsletters and consultative mechanisms, and enabling the views of the VCS to be articulated on local, regional and national policies and issues;</li> <li>Build the capacity of the VCS to enable them to meet collectively the need of their communities in terms of both community leadership and service provision.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>At least £100,000 pounds per annum levered into Huntingdonshire through funding bids;</li> <li>A minimum of 25 organisations per annum supported to present bids to external funding agencies;</li> <li>4 organisations supported to acquire accreditation relevant to their service area. (These include IIP, PQASSO, Quality Mark etc.)</li> <li>4 organisations per annum supported to develop enterprise strategies;</li> <li>Database of voluntary/community organisations in Huntingdonshire (not just affiliated members) provided and updated twice a year;</li> <li>Web site newsletter produced containing funding information, updated monthly.</li> <li>Represent the Huntingdonshire voluntary and Community sector on strategic partnerships at both district, county and regional level e.g. HSP Board, HSP Executive, LAA working groups, Compact working group.</li> </ul>
<b>Funding</b>	5 years

<b><u>Organisational Criteria (mandatory)</u></b>	
<b>Management</b>	You must hold 6 regular committee meetings, including an annual general meeting, and you must produce a costed business plan for each financial year which must be approved by your organisation membership at the annual general meeting.
<b>Financial Systems</b>	You must comply with all financial and accounting requirements of Charity and/or Company law. You must follow good practice in relation to internal financial controls. Organisations with an annual turnover of £10,000 and above must have published accounts.
<b>Equal Opportunities</b>	You must have a written equal opportunities policy and code of practice and these must comply with current relevant legislation.
<b>Employment Practices</b>	For organisations where staff will be recruited to deliver services, you must hold advertised and open competitive interviews, and fill the post only through the results of these interviews. You must issue all staff with a statement of principal terms and conditions of employment and a job description.
<b>Insurance</b>	Your organisation must have and maintain adequate insurance cover for your activities, events, staff, premises, equipment and vehicles including: <ul style="list-style-type: none"> <li>◆ Public liability;</li> <li>◆ Employers liability cover if staff are employed;</li> <li>◆ Property and equipment insurance against fire, theft, loss or damage;</li> <li>◆ Vehicle/driver insurance if vehicles are owned and/or driven;</li> <li>◆ Personal indemnity if advice is given to members of the public.</li> </ul>
<b>Criminal Records Bureau</b>	You must ensure and have evidence that all staff working with children and vulnerable adults have been vetted through the Criminal Records Bureau.
<b>Protection of vulnerable adults</b>	Organisations working with vulnerable adults must have a protection of vulnerable adults policy and procedure. Employees or volunteers working with vulnerable adults must be trained in the protection of vulnerable adults.
<b>Child Protection</b>	Organisations working with children must have a child protection policy and procedure. Employees or volunteers working with children must be trained in child protection.