



**Written Agreement to Implement the
Bristol and South Gloucestershire
Children and Young People Voluntary and Community Sector
VCS Participation Payments Protocol 2009-10**

The protocol applies to all Children and Young People’s Strategic Partnership and subsidiary meetings, and where VCS representatives are required as part of a partnership structure, as well as when VCS representatives attend a meeting or training event because of their specialist knowledge or input.

This includes for example locality governance and steering group meetings, strategic partnership groups, safeguarding boards, specific strategy groups, commissioning and practice development groups, training and staff development initiatives and other meetings.

It is recognised that local community and community of interest representatives have vital knowledge and skills to contribute to arrangements to achieve positive outcomes for children, young people and their families in planning, commissioning, delivering and reviewing high quality children and young people’s services.

1. This agreement is between the funding organisation:

Name of funding organisation The Care Forum
Contact name: **Tel:**
Email:

and the VCS organisation providing a representative:

Name of VCS representative
Name of VCS organisation
Tel: **Email:**
Address

2. Partnership, group, meeting, training, etc. for which VCS participation payment to be made
(see protocol sections 4-8 for further details of eligibility)

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the care forum



Appendix 2

3. **Agreed rate of VCS participation payment**
 £50 per hour of meeting attendance (or another agreed higher figure) and frequency of meetings. This figure includes meeting preparation, dissemination of information, attendance and travel time, time taken for action arising, etc. You cannot claim for time taken outside the meeting hours for these activities.

Hourly rate: £50.00

Number of meetings per year:

4. **Agreed means of evidencing representation at meetings:**

a. Minutes of each meeting with a record of attendance **AND**

b. Copies of brief, timely reports on the meeting from a VCS perspective which has been sent to [circle one as appropriate]
BDA CVS South Gloucestershire The Care Forum Voscur
 for circulation in ebulletins and newsletters to the wider children and young people networks.

5. **Agreed payment of expenses in line with the funding organisation's expenses policy**

(e.g. childcare, conference/training fees, mileage, printing, stationery, subsistence, telephone, travel, interpreting fees)

Please attach the funding organisation's expenses policy and claim forms to this agreement.

6. **How and when VCS participation payments are to be paid:**

(e.g. quarterly in arrears using the payment claim form, monthly expenses claim form on production of receipts at the meeting, in advance for booking travel)

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6. **Start, review and finish dates**

Start date:

Review date:

Finish date (where known):

7. **Any other conditions or considerations:**

(e.g. complaints procedure/process, additional access requirement payments to be provided in line with principles of The Care Forum and Compact arrangements, etc.)

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Signed on behalf of the funding organisation:

Date:

Signed on behalf of VCS organisation:

Date: