

Memorandum of Understanding (MOU) between members of Lewisham Local Collaborative

1. Purpose:

Members of Lewisham Local Collaborative agree to work together to create and develop the initiative, *Lewisham Local*, which will raise awareness of local charitable efforts, bring together organisations from different sectors and galvanise giving of time, skills and money to meet the needs of residents in Lewisham.

2. Members of the Collaborative

Voluntary Action Lewisham (VAL)
Rushey Green Time Bank (RGTB)
Lewisham Education Arts Network (LEAN)
London Borough of Lewisham (LBL)
Goldsmiths, University of London
Business in the Community (BITC)

Other representatives

- Lewisham's business community
- Lewisham's faith community

3. Duration

This Memorandum shall be effective for an indefinite period of time until *Lewisham Local* as a collaboration ceases to exist.

4. Aims:

Lewisham Local aims to:

- Raise awareness of local charitable efforts
- Strengthen and grow Lewisham's voluntary sector through encouraging philanthropic giving of time, skills and money from local individuals and organisations
- Highlight Lewisham's community assets and needs
- Work in partnership bringing together organisations from different sectors

5. Membership of Collaborative:

The Collaborative will remain small enough for key decisions to be made quickly and efficiently.

Decisions to make additions to the Collaborative will be reached through discussion and agreement. If necessary, a simple vote of those present may be used to make a decision; in this instance each member group present will have only one vote.

History - Key organisations overseeing development of the voluntary sector in Lewisham and London Borough of Lewisham met in the first instance to discuss creating *Lewisham Local*. A decision was reached for those partners to form a Collaborative and to extend an invitation to other key partners in the voluntary sector and, when identified, selected members of Lewisham's business community.

6. Guiding Principles and Expectations of Members:

This MOU is guided by the aspiration of its members to be mutually supportive and to work collaboratively for the benefit of the borough of Lewisham.

Trust, openness and honesty will inform the participation of each member and the conduct of their representatives in its meetings and activities.

7. Governance:

The Collaborative will govern the development and future direction of *Lewisham Local* through its meetings which are open to all members.

Decisions will be reached through discussion and agreement. If necessary, a simple vote of those present may be used to make a decision; in this instance each member group present will have only one vote.

Members may be invited to send more than one representative to *Lewisham Local* Collaborative meetings.

The Collaborative will select a chair from its membership for each meeting and notes will be taken and circulated to all Collaborative members.

8. Roles and Responsibilities of Members:

Members agree to:

- Actively participate in the governance and setting of future direction of *Lewisham Local*
- Work together with all Collaborative Members acting at all times in the interests of the residents of the borough of Lewisham
- Share information about their services and activities which does not breach the rights of the trustees of member organisations or the Data Protection Act
- Declare any conflict of interest in relation to any activity planned by *Lewisham Local* or anything else which could be deemed potentially against or undermine the spirit of *Lewisham Local*
- Not make any unilateral decisions by themselves which are binding on the Collaborative of *Lewisham Local*
- Act in good faith and in the best interests of *Lewisham Local*

Members may be asked to accept responsibilities and act as the accountable body for *Lewisham Local* from March 2016:

- Voluntary Action Lewisham (VAL) will initially host *Lewisham Local*
- If application for funding is successful, Voluntary Action Lewisham (VAL) will act as the employer of the part-time employee of *Lewisham Local* on a job description agreed by the Collaborative and report back to the Collaborative on any financial spend (March/April 2016).

In the event that the member acting as the accountable body is not able to continue then the matter will be brought to the attention of the Collaborative and steps will be taken to both resolve any implications and identify next steps, including agreeing which member is able to fulfil the role, if any.

9. Changes to MOU:

This document may be amended at any time by agreement of its members present at a meeting following notice given to all members and discussion at a *Lewisham Local* meeting.