



Lambeth Sanctuary Forum

Terms of Reference

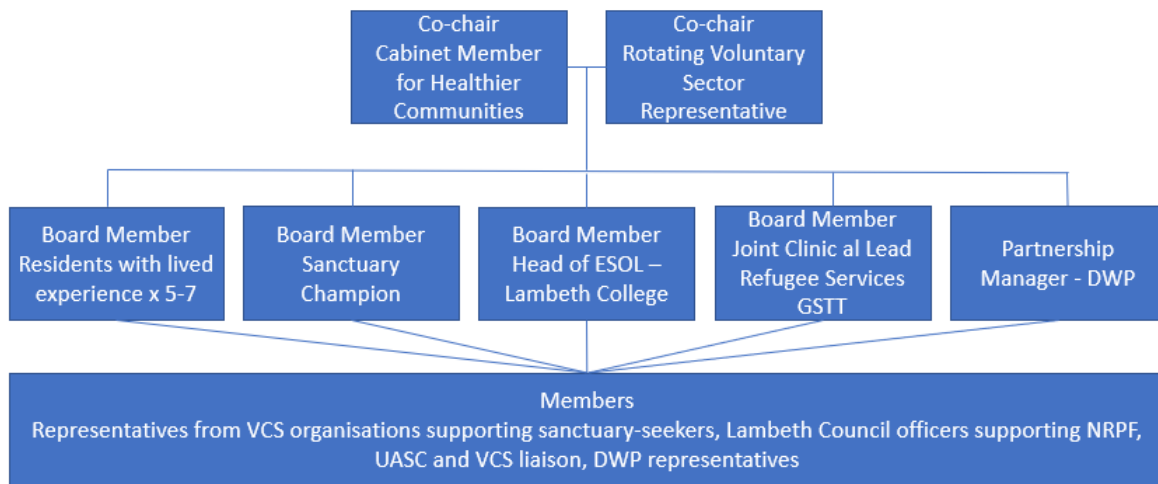
Introduction:

On 12th November 2021, the first Lambeth Resettlement and Asylum Support Voluntary Sector meeting was convened. Lambeth Council chaired a meeting with numerous Voluntary and Community Sector (VCS) organisations who support sanctuary-seekers in the borough. We recognise and value the support VCS partners have been providing to sanctuary-seekers for decades. For one year this group worked together to improve co-ordination of support, identify priorities, engage sanctuary-seekers and submit a Borough of Sanctuary application. To embed this partnership, implement the Sanctuary strategy and deliver the services collaboratively, the Lambeth Sanctuary Forum has been constituted. The creation of the Forum coincides with the launch of Lambeth Sanctuary Services, a team within Lambeth Council that will be responsible for delivering the projects set out in the strategy that are specific to the council.

Purpose:

The primary focus of the Lambeth Sanctuary Forum will be to co-ordinate delivery of the Sanctuary strategy which seeks to improve equity of access to support for all sanctuary-seekers and raise the voices of people with lived-experience. This strategy sets out the priority issues faced by sanctuary-seekers and an outline of how we hope to address these. As part of this, VCS partners, the council and other representatives will have responsibility to deliver actions and projects from time to time. The Forum is not a financial entity but may fundraise occasionally to cover training opportunities and occasional administration costs and these funds will be held in a separate cost centre by Lambeth Council. Lambeth Sanctuary Services may commission external projects and services with input from the Forum in order to achieve the goals set out in the strategy. It is not expected that the Forum will commission services directly. We encourage casework for individuals to be raised outside of these meetings with the appropriate member. The intention is for Lambeth Council to facilitate the establishment of the Forum and if/when there is consensus that the Forum is self-sufficient, Lambeth Council will reduce its involvement.

Governance:



Membership

Position	Role	Purpose
Co-chair	<ul style="list-style-type: none"> Lambeth's Joint Cabinet Member for Healthier Communities Voluntary sector organisations who are nominated rotating co-chairs 	<ul style="list-style-type: none"> Chair meetings Decision-making on Forward Plan Input into commissioning by Lambeth Council Decision-making on funds raised and donated
Board Members	<ul style="list-style-type: none"> 5-7 residents with lived experience Sanctuary Champion Head of ESOL at Lambeth College Joint Clinical Lead Refugee Services at Guy's and St. Thomas' Trust DWP 	<ul style="list-style-type: none"> Decision-making on Forward Plan Input into commissioning by Lambeth Council Decision-making on funds raised and donated

Members	<ul style="list-style-type: none"> • VCS organisations support sanctuary-seekers • Representative from Lambeth Council UASC team • Representative from Lambeth Council NRPF team • Representative from Lambeth Council VCS team • Representative from DWP • Joint Cabinet Member for Healthier Communities 	<ul style="list-style-type: none"> • Input into decision-making on Forward Plan • Input into commissioning by Lambeth Council • Input into decision-making on funds raised and donated • Sharing of expertise and information
Secretariat	<ul style="list-style-type: none"> • Lambeth Sanctuary Services 	<ul style="list-style-type: none"> • Draft agenda for sign-off by co-chairs • Take minutes at meetings and circulate to full membership • Update Forward Plan • Prepare briefings and presentations • Point of contact • Commissioning

Chair membership will be on a rotating basis of 6 months and co-chairs from the VCS have been nominated by the wider membership for the first three terms. For the fourth term, one of the board members with lived experience will be co-chair.

Decision-making:

Key decisions will be presented at full membership meetings where input is encouraged from all attendees. Feedback will be collated and considered when the board meets separately in between full membership meetings. The intention is that decisions will be made by the board by consensus. In the result that consensus cannot be agreed, a vote will be taken of board members. Ad hoc board meetings may be required but will be kept to a minimum.

Reporting:

- Papers will be made available five working days in advance to allow members to discuss issues with colleagues ahead of the meeting.



- The minutes of meetings shall be formally recorded and made available to the full membership.
- Lambeth Sanctuary Services will report progress and issues of their own work to the council's Sanctuary Oversight Board, as well as updates on the Forum's activities. The Sanctuary Oversight Board has no constitutional link to the Forum and will remain an internal council function while operating in on the principles of alignment and transparency
- Issues shared in Forum regarding internal LBL service > LSS > Oversight

Quorum and Conflict of Interest

- The quorum of the forum is at least 50% of core members in attendance for meetings to proceed.
- Each organisation/team should be represented by one person at each meeting.
- Members will be required to declare any interests they may have in accordance with Lambeth Sanctuary Service's Conflict of Interest Policy. Members will follow the process and procedures outlined in the policy in instances where conflicts or perceived conflicts arise.
- Any conflict of interests on the board will be declared prior to any discussions or decisions being made.
- The co-chairs will represent the board on any funding or commissioning panel once there is no conflict of interest from the VCS co-chairs.

Frequency:

- Meet every 8 – 12 weeks for 1.5 hours to discuss issues for sanctuary-seekers.
- All members will be expected to attend or to provide apologies in advance should they not be able to attend.
- If members are unable to attend for three meetings or more, their ongoing membership may be reviewed.

Values:

- **Representation:** Lifting voices of those with lived experience.
- **Inclusive:** Welcome and respect people from all backgrounds, place the highest value on diversity and are committed to equality.
- **Openness:** Commit to a culture of working collaboratively with the forum and partners.
- **Participation:** Work with people seeking sanctuary and value and recognise the contribution of all.
- **Inspire:** Work with enthusiasm and positivity and be determined to surpass what has already been achieved to welcome refugees and people seeking sanctuary.
- **Integrity:** Aspire to high standards of honesty and behaviour, and always to act in the interests of people seeking sanctuary.
- **Collaboration:** Combining individual strengths to provide the best service.

Escalation process

Should Members have any concerns, we encourage these to be directed to the Co-Chairs in the first instance or to the board if more appropriate.

Lambeth Sanctuary Forum

Code of Conduct

The following guidelines are intended to facilitate forum meetings and ensure they are conducted in an open and orderly manner and in an environment safe and productive for all in attendance.

Confidentiality

- Where possible issues should be discussed without identifying people by name/address etc. Where this is unavoidable forum members should keep such information confidential.
- No photos, audio or film recording may be taken without the written consent of those involved.
- In some circumstances the Council staff representative may refer information to social services, or another appropriate body if a vulnerable adult is thought to be at risk of harm

Respect

- Forum members should respect the viewpoints of others even when these differ from their own. Any discriminatory language or behaviour will not be tolerated.
- Mobile phones and other electronic devices should be turned off or put on silent mode.
- Any person making personal, defamatory, or profane remarks or who engages in any disorderly conduct which disrupts or disturbs the peaceful conduct of the meeting will be asked to leave by the chair.

Integrity

- All comments and observations during the meeting should be factually based.
- Members should recognise the different life experiences and opportunities that affect people, and endeavour to provide feedback and concerns received from their communities, even if they themselves do not perceive the issue to be a problem

