

# Process for VCS groups, Statutory Sector and other organisations to share information with networks facilitated by Community Southwark

## Network meetings:

Networks facilitated by Community Southwark are member-led and for the benefit of VCS organisations in Southwark to build connections, promote collaboration and be a voice for change.

Each network has a chair (from a VCS organisation in Southwark) who works with the Partnership and Projects Officer and other network members to agree how the network operates, areas of focus, agenda planning and action points.

The team at Community Southwark facilitates the networks through support to the chair as well as administrative functions as follows:

- Partnerships and Projects Officer: Children, Young People and Families Network, Disabilities Providers Network, Mental Health Network, Older People's Network, Sports and Physical Activity Network, Grassroots Network.
- VCS Support Officer for Ethnic Minority Groups: Southwark's Race, Ethnicity and Cultural Heritage Alliance (R.E.A.C.H), Latin American Network
- VCS Support Officer: Safeguarding Network
- Volunteering Officer: Volunteering Managers Network
- CEO: Southwark Voice, our network of networks

- Networks meet quarterly and agendas are generally agreed at least a month in advance.
- Requests from organisations wishing to be on the agenda for a meeting or present information need to give 2 months' notice to the relevant team member at Community Southwark.
- They will then liaise with the Chair to agree whether the request fits into the network's priorities and/or whether it is an opportunity that would benefit VCS organisations and the communities they support.
- As such, last minute requests cannot usually be accommodated, unless urgency is demonstrated to the Network Chair. There are other ways however, that information and news can be shared with specific networks.

## Other methods:

News, event, training and other updates can be shared with networks in a variety of ways.

- The Share your latest feature can be used by individuals/organisations wishing to share relevant information with the VCS in Southwark. Submissions will be uploaded to our website within 7 days and, where appropriate shared across our social media channels.
- Regular updates are sent to our members. Community Southwark's Monthly E-Newsletter is sent out to all members in the first week of the month. An E-newsletter specific to networks is sent out mid-month.
- If you wish an update to be included in any e-newsletters, please indicate this in the 'note to editor' section when completing the share your latest. You can also contact the network facilitator directly. Please send these a week in advance.
- Requests sent to network coordinators can be shared with the Community Southwark team who can make targeted approaches to VCS groups they work with where relevant.

### Types of enquiries

#### Voluntary and Community Sector enquiries:

Networks info, wider CS services; access to funding, training, volunteering. Sharing training, events, workshops, volunteering opportunities etc, with other VCS groups, venue, and premises enquiries.

#### Southwark Council enquiries:

Request from a range of departments to disseminate information to the VCS, subject/sector specific information, consultation with CS members, request for speakers and representation at meetings and events from VCS.

#### Health sector enquiries:

Requests to share health related information. Health sector sharing training opportunities for VCS. Request for representation or consultation at meetings and events from VCS. Access to reports.

#### External agencies and/or from outside Southwark enquiries:

Request for VCS services information, promotions for training, events, workshops.

**Network meetings where possible, as detailed above.**

**Website and social media channels via share your latest link**

**E-Newsletters**

**Share with appropriate Community Southwark and Healthwatch Southwark staff.**