
Cardiff Community Anchor Organisations Network

Memorandum of Understanding (MOU)

1. Purpose of the Memorandum of Understanding:

The purpose of this MoU is to establish a framework to support collaboration among Community Anchor organisations in Cardiff and enable the achievement of the objectives outlined below (see section 5) and to carry out any other collaborative activities agreed by the members.

2. Community Anchor Organisations, a definition:

For the purposes of the Network and of this MoU, a Community Anchor Organisation is defined as:

- A member and/or community led organisation that is rooted in a community of place or interest and is based in Cardiff (not including national organisations).
- An organisation committed to a shared set of values that include: Inclusion, participation, equality and the pursuit of social justice and the common good.
- An organisation that plays a supportive and nurturing role in relation to informal community activities and local groups, holding and harnessing a network of active relationships.
- A 'holistic' organisation that provides a range of activities meeting multiple needs and that nurtures local strengths and builds on community assets.
- An organisation that works with other local grassroots groups and organisations for the benefits of the wider local community.

3. Membership and stakeholders:

The Cardiff Community Anchor Organisations Network consists of two categories of membership as follows:

Category 1: Full members. These are organisations fitting the definition of an Anchor Organisation provided above (section 2). Their role is to collaborate and provide mutual support in relation to shared objectives as identified in this MoU. They include:

ACE - Action in Caerau and Ely
Butetown Community Centre
Cardiff People First
Cathays Community Centre

Grange Pavilion
Green Squirrel
Hope St Mellons
Llanrumney Hall
Oasis
South Riverside Community Development Centre
Splott Community Volunteers
Sustainable Studios
SVP Ely Bridge
Vision 21

Category 2: Allies. These are organisations that do not fully fit the definition of a Community Anchor Organisation provided above but that share common values with them and are committed to supporting, resourcing and championing their work in the city. Their role is to provide a range of support including: advice, expertise, research skills, access to networks, advocacy and resources. They include:

Cardiff Third Sector Council (C3SC)
Cardiff University Community Gateway
Cardiff University SPARK TSRP
Building Communities Trust (BCT)

4. Community Anchor Organisation Network aims:

The aim of the Cardiff Community Anchor Organisation Network is to nurture relationships and co-operation between Community Anchor Organisations, enabling them to take forward strategies and approaches to plan and coordinate community development and active communities, including

- sharing assets and skills,
- delivering events and services in collaboration,
- co-producing research and evaluation to inform and strengthen our approach, and
- influencing national and local policy.

5. Objectives:

The Cardiff Community Anchor Organisations Network is committed to the following objectives:

5.1. To enhance relationships: provide regular opportunities for interaction and friendship amongst Community Anchor Organisations in Cardiff.

5.2 To share knowledge and understanding: increase awareness of each other's work and of the similarity and uniqueness of their own work in relation to other organisations in the city.

5.2. To share skills, knowledge, experience: including sharing contacts and resources in support of shared objectives and aspirations (for example, sharing policies and procedures).

5.3. To explore and develop opportunities for accessing and sharing resources: support the achievement of shared objectives through, for example, collaborative funding bids, collaborative procurement, joint employment of core support roles

5.4. To secure funding and resources: collaborating to secure funding and resources, including to support core organisational costs of member organisations.

5.5. To develop and implement a shared and co-ordinated approach to community led services: take a shared approach to developing services and provision that offer local solutions to challenges, build resilience and have a positive impact on communities, including the wider economic, social and cultural determinants of community health and wellbeing.

5.6. To collaborate in shared research projects: support learning, development and planning, and help communicate the unique value of Anchor Organisations in the city.

5.7. To collaborate in shared publicity and marketing of Community Anchor Organisation activities in the city: work together where this is mutually beneficial - for example, hosting an annual celebration event highlighting the work of Anchor Organisations in the city.

5.8. To present a collective voice in order to:

- Support each other with individual and shared challenges and needs (to 'have each other's backs').
- Better understand the picture of service delivery across Cardiff to support connections, signposting and opportunities, and awareness of gaps in provision
- Demonstrate the impact of Anchor Organisations in the city and advocate for their resource and other needs.
- Influence and change local and national policy, services and funding that impact on the role and work of Anchor Organisations in the city.

5.9. To provide support and encouragement to other groups: in particular, to smaller and newer organisations in the city.

5.10. To learn from, and collaborate with, other similar networks and initiatives: for example, aligning with national efforts to support the benefits of community organisations.

6. Values and culture

The Community Anchor Organisations Network will be characterised by a shared commitment to the following values and a strong co-operative culture:

- Prioritisation of positive nurturing relationships - the pursuit of friendship
- Co-operation and mutual support - avoiding competition
- Transparency and honesty – developing trust
- Inclusivity - particularly of smaller, younger organisations
- Innovation, experimentation and learning – and being unafraid of making mistakes
- Celebration – promoting and supporting each other's successes

- Democratic decision making – based on true partnership
- Non-partisan in terms of religion and politics – supporting inclusivity and transparency
- Creating realistic expectations – and sharing responsibilities together
- Commitment time and resources – for the mutual benefit of the Network

7. Procedures

7.1. Admission to membership. Prospective member organisations are invited to submit an Expression of Interest, including a summary of their values and local impact, to the Network convenors - C3SC and ACE. Expressions of Interest will be brought to the next Cardiff Community Anchor Organisations Network meeting immediately following the submission. Consensus amongst members will be sought for admission. In the event that a consensus is not reached, a two thirds majority in favour of admission will be required to approve membership. New members will be asked to read and sign the Memorandum of Understanding.

7.2. Member participation and commitment. Membership of the network is voluntary and member organisations are free to resign their membership at any point, or to withdraw from particular activities and projects (for example where these conflict in some way with their own aims and objectives).

Nevertheless, members are required to commit to regular attendance at meetings (see section 7.3), to supporting one another, and to adhere to the values of the network as outlined in section 6 of this MoU.

7.3. Network meetings. Meetings will normally be held bi-monthly.

As convenors, C3SC and ACE are currently funded to co-ordinate and administrate Network meetings, and to facilitate workshops and key discussions. They will take notes and provide minutes and agendas for meetings; agenda items will be based on conversation and agreement with members.

The role of Chair will be managed on a rotating basis, with a new Chair and Vice Chair elected annually in April. The Chair will liaise with the Vice Chair and Convenors to plan meetings and agendas and will Chair meetings; alternatively, the Vice Chair will chair meetings in their absence.

Member organisations will take it in turns to host meetings at their community venues. They will be provided with time on the agenda to share their work and key learning and to provide a tour of their venue if appropriate.

Members commit to attending at least 4 meetings per year. Failure to attend 3 meetings in a row without giving apologies will be followed by a conversation between the Chair, convenor and a member organisation representative to explore barriers to participation and to review their membership.

Member organisations will be represented at meetings by a senior team member able to make decisions on behalf of the organisation. Senior managers are free to

delegate a representative of the organisation with permission to deputise for them if they are unavailable to attend.

The Network will collectively and actively seek opportunities to secure resources to cover the legitimate costs of member organisations hosting and participating in meetings and other activities (e.g. travel costs, provision of venue space for meetings, provision of refreshments etc)

Working groups may be convened to progress specified objectives as and when approved by the Network members and will report back to the Network Meeting.

7.4. Communication.

Key information will be shared using email, including paperwork for meetings (agenda, minutes, briefings etc) and key issues for information and discussion in between meetings. Digital sharing of papers is encouraged for positive environmental practice.

A WhatsApp Community group will be used to stay in touch between meetings and to share information which members may find useful or interesting to the Community Anchor Organisations Network.

A suitable platform will be used when opportunities for document sharing, and collaborative editing is necessary (e.g. Google Docs or Notion).

One to one conversation with Network members will be held as necessary by convenors to build relationships and to follow up key issues

A website is planned to be developed (hosted by C3SC) in due course to share the work of the Network with the wider community and public, and a social media presence developed for the same purposes.

7.5. Decision making. Consensus will be sought on key Network decisions. In the event that a consensus is not reached a two thirds majority of those present will be required to carry a decision. The Network requires representation from at least 50% of current member organisations at a meeting to achieve a quorum.

7.6. Conflicts of Interest. Organisational representatives must declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Network. They must absent themselves from voting on any decisions through which a conflict of interest might, in the opinion of themselves or other members, impact negatively on the integrity of the Network or their own organisation.

7.7. Dispute resolution

The Network is committed to a restorative approach to resolving conflicts. If a dispute arises between members of the Network about the validity or propriety of anything done by the members under this Memorandum of Understanding, and the dispute cannot be resolved by joint agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

7.8. Duration. This Memorandum of Understanding will commence on the date of signing and will be valid for three years, with a possibility of renewal upon mutual agreement.

7.9. Amendments. Any amendments to this MoU must be agreed upon by Network members in accordance with 7.5 above and once agreed, will be made in writing.

7.10. Termination. Any party may terminate their involvement in this MoU by providing 30 days written notice to the other parties to the agreement.

8. Signatories:

By signing below the parties agree to commit themselves and their organisation to the values, objectives and procedures summarised in this document.

Organisation name:		
Membership category: (please tick)	Anchor Organisation	
	Allies	
Key Contact Full Name:		
Email address:		
Role in organisation:		
Title:		
Signature:		
Date:		