

**ADVICE WORKFORCE DEVELOPMENT FUND (AWDF)
ORGANISATIONAL CAPACITY BUILDING TASK AND FINISH GROUP**

**TERMS OF REFERENCE (EXCERPTS OF)
Information correct as of 10 May 2024**

1. Purpose

To bring together resources, expertise and intelligence (including data) relating to the capacity building needs of the advice sector in order to inform approaches to funding, training and support including peer support and supervision.

2. Deliverables

- a) Identify current practice including successes, challenges and gaps in relation to capacity building.
- b) Identify best practice standards for funders and advice providers to consider with a focus on equity across the sector.
- c) Where necessary, commission small fact-finding projects which support the purpose and objectives of the group
- d) Produce recommendations for the advice sector, funders, and AWDF London-wide Advice Strategy task-and-finish group, to consider.

3. Membership

Membership of the group is designed to reflect the different components of the advice sector, and wealth of perspectives and expertise. It is anticipated that some member organisations will be beneficiaries of any future recommendations whilst others are present to offer their views, knowledge and experience.

Initial membership consists of representatives from:

- Inclusion London
- City Bridge Foundation
- Legal Aid Practitioners Group
- London Plus
- East European Resource Centre
- Money A+E
- National Lottery Community Fund
- Refugee Action
- Citizens Advice Sutton

Members will be expected to participate in meetings of the group, but membership is not intended to be onerous for those involved. Members may, however, wish to become more deeply involved in a topic or work stream in which they have particular knowledge or interest.

The group also welcomes input from individuals and organisations who, while not joining the group as full members, are willing to offer the benefit of their skills, knowledge, expertise or experience to support the group's purpose.

4. Meetings and decision-making

Meetings may be either virtual or in-person, and where they are in-person there will be a hybrid option. Meetings will last between 1-2 hours and be serviced by London Legal Support Trust (LLST).

The Group will meet between February 2024 and October 2024. It is anticipated that meetings will need to be more frequent initially – the ongoing frequency of meetings will be determined by the group.

Occasionally a decision may need to be made by email. Decisions will be made according to a simple majority, whether made at a meeting or by email.

5. Review

Learning generated by the activities of the group will be reviewed every six months, while the overall need for, and effectiveness of, the group will be reviewed on an annual basis.

6. Definitions

For the purposes of this group, organisational capacity-building will cover the following:

[To be confirmed at first meeting of the Group on 5 February 2024].