

Terms of Reference

Gloucestershire Voluntary, Community and Social Enterprise Strategic Partnership (Wellbeing)

Background

The Voluntary, Community and Social Enterprise (VCSE) Sector in Gloucestershire and the public sector partner organisations in One Gloucestershire Integrated Care System (ICS) have agreed to work together, in equal partnership, to address health inequalities and make Gloucestershire a better and healthier place to live and work. The basis of this agreement is set out in a Memorandum of Understanding (MoU) which has been developed through a programme of events held with members of the VCSE sector and the ICS and agreed by members of the VCSE on 26 April 2022.

Purpose

The purpose of Gloucestershire VCSE Strategic Partnership (Wellbeing) – from here on referred to as the VCSE Strategic Partnership - is to provide the overall strategic direction and governance of VCSE engagement with One Gloucestershire ICS. This includes:

- Overseeing the implementation of the MoU between the VCSE and the ICS.
- Promoting a culture of collaboration both within the VCSE and between the VCSE and the ICS.
- Setting strategic priorities for VCSE sector engagement with the ICS.
- Representing the VCSE across ICS governance and decision-making bodies at system level.
- Facilitating communication at a senior level between the public sector and the VCSE sector and ensuring a flow of information between them.
- Triaging requests for VCSE representation.
- Providing good governance, ensuring that representation is effective and accountable to the VCSE.

Scope of this document

These Terms of Reference have been developed to support the creation of the VCSE Strategic Partnership with the expectation that they will be reviewed within a year of the Partnership being established. They are intended to provide a framework within which the Partnership can operate while leaving flexibility for decisions which are best made by its members.

Membership

VCSE Strategic Partnership members must be employed or working in a voluntary capacity in a Gloucestershire VCSE organisation or group that is either directly concerned with wellbeing, health or social care or operates in an area which broadly impacts on citizens' wellbeing such as transport, housing, debt advice or community development.

In this context, when we talk about the VCSE, we mean voluntary organisations, community groups, the community work of faith groups, and those social enterprises where profits will be reinvested in their social purpose.

The VCSE Strategic Partnership is limited to 12 members to allow effective meetings. This may be reviewed by the VCSE Strategic Partnership at any time.

In order to reflect the diversity of the sector, VCSE Strategic Partnership membership is made up of:

- At least 3 people from organisations that are user or community led; by this we mean organisations that are led by the people they serve and are primarily accountable to them.
- At least 3 people from organisations with a turnover below £500,000.
- At least 3 people from organisations with a turnover in excess of £500,000.
- An additional 2 people from any of the above groups.
- A representative of the hosting organisation; this is currently the Gloucestershire VCS Alliance.

Up to 9 VCSE Strategic Partnership members are appointed by an election process, following self-nomination.

Once a core membership is established, the VCSE Strategic Partnership may appoint additional members to address the diversity of our communities or gaps in knowledge, geographical representation or communities of interest.

Similarly, if a vacancy arises between elections the VCSE Strategic Partnership may appoint a new member to serve until the next election is due, taking into account those factors that would make it more representative and/or extend its collective expertise.

Responsibilities of VCSE Strategic Partnership members are laid out in the member role description.

The period of office for members is 3 years. Members may stand for re-election for a second term of 3 years. Members cannot stand for more than 2 consecutive terms.

Former members may stand for election to the VCSE Strategic Partnership after not serving for a period of a year.

Meetings

Meetings will be held monthly and, where possible, arranged several months in advance.

The VCSE Strategic Partnership is entrusted to act in the best interests of the sector as a whole. It is consistent with this that meetings are transparent and minutes will be made available to members of the VCSE on request. There may be very limited specific circumstances where a discussion is not made public, for instance when it includes confidential information relating to an individual.

In order to function effectively on behalf of the VCSE sector, the VCSE Strategic Partnership needs active and committed participation and members are asked to make this a priority.

Chair and deputy chair

To be decided by VCSE Strategic Partnership members.

Quorum

At least 5 members must be in attendance for the meeting to be quorate.

Governance

All VCSE Strategic Partnership members are responsible for ensuring they work within the principles, values and commitments laid out in the Memorandum of Understanding agreed by the VCSE and One Gloucestershire ICS and fulfil the responsibilities described in the VCSE Strategic Partnership Member role description.

A register of members' interests will be maintained by the Chair and made available to all members. Members should declare at the beginning of each meeting if they have any new conflicts of interest.

VCSE Strategic Partnership members should maintain impartiality when representing the VCSE sector; this means not advantaging any organisation, group or interest at the expense of other VCSE organisations.

Members of the VCSE Strategic Partnership may resign at any time. An individual's membership of the VCSE Strategic Partnership may be terminated if:

- They are absent without good reason for three consecutive meetings.
- They leave the organisation or group where they were working or volunteering at the point they were elected.
- Following a fair and open discussion in which the member has the opportunity to state their case, a simple majority of Strategic Partnership members concludes that the individual has not fulfilled the responsibilities laid out in the role description or has an unreconcilable conflict of interest.

Review: July 2023