

Bath & North East Somerset Public Services Board
Voluntary and Community Sector Reference Group

Terms of Reference

1. Name

The Bath & North East Somerset **VCS Reference Group**

2. Statement of Purpose

The B&NES VCS Reference Group creates an environment in which representatives from the voluntary and community sector influence local strategic decision making.

3. Roles and Responsibilities

The VCS Reference Group seeks to:

- Consider and champion views and experiences of the sector, ensuring that the VCS is a key part of the public services decision making processes
- Act as a mechanism to raise issues and opportunities for the sector as well as develop innovative joint responses
- Support the VCS representative on the B&NES Public Services Board
- Promote joined up communications across the sector where appropriate as well as share resources and expertise

4. Membership Arrangements

The VCS Reference Group shall consist of the following:

- Chair: Development Manager, Quartet Community Foundation
- Chief Executive, Age UK Bath and North East Somerset
- Chief Executive, Dorothy House Hospice
- Chief Executive, Developing Health and Independence (DHI)
- Chair, Transition Bath
- Chief Executive, St John's Hospital
- Chief Executive, Citizens Advice Bureau
- Director, Somer Valley FM
- Network Co-ordinator, Bath Area Play Project
- Manager, Connecting Capacity

Other organisations may be invited to attend at a later date.

b) Advisors

Attending the meeting in a support and advisory capacity shall be:

- Strategy and Performance

c) Attendance

Member of the VCS Reference Group should avoid sending a deputy to meetings on his/her behalf where possible, recognising that it is important to have seniority and consistency.

d) Quorum

The VCS Reference Group will be declared quorate when four of its core members are in attendance.

5. Reporting & Operating Arrangements

a) Chairing

The VCS Reference Group shall be chaired by the VCS representative on the B&NES Public Services Board.

b) Meetings

Meetings of the VCS Reference Group shall take place as needed and will be closed meetings. The agenda will be circulated a week before the meeting.

Outside of these meetings, discussions will be supported through virtual mechanisms.

Support shall be provided where appropriate by Bath & North East Somerset Council and co-ordinated by Strategy and Performance.

c) Agenda Management

Agendas shall be developed

- By discussion amongst the members of the Group
- By requests from individual members of the Group
- Following recommendations by the B&NES Public Services Board

d) Links with the B&NES Public Services Board

The VCS Reference Group is a sub-group of the B&NES Public Services Board, to which it is accountable. Ongoing dialogue with the Public Services Board about the work and progress of the VCS Reference Group will be undertaken by the VCS representative on the Board.