

**Bath & North East Somerset**  
**Third Sector Group (3SG)**  
**Terms of Reference**

**1. Name** The Bath & North East Somerset Third Sector Group abbreviated to **3SG**.  
This replaces the previous Voluntary Sector Reference Group.

**2. Statement of Purpose**

3SG creates an environment in which representatives from the voluntary and community sector influence local strategic decision making.

**3. Roles and Responsibilities**

The Third Sector Group seeks to:

- Consider and champion views and experiences of the sector, ensuring that 3SG 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 3SG representatives on partnerships and boards as appropriate
- Encourage joined up communications across the sector as well as share resources and expertise
- Be a focal point for receiving and disseminating strategic information
- A platform to promote & raise awareness of the activities of these volunteers & organisations.

**4. Membership Arrangements**

The 3SG has a 'Core Group' (of no more than fifteen people) which will represent the wider sector and encourage engagement with the agenda. The 3SG membership list shall be reviewed annually at a general meeting.

Members of 3SG will represent their organisations & networks at meetings and disseminate information back out. Organisations need to ensure that they send senior representatives who have decision making authority. This will help consistency and the cohesive progression of the group.

The 3SG will consist of senior representatives from the following groups divided between service providers and enabling organisations:

### **Service providers:**

- Age UK Bath and North East Somerset
- Bath & West Community Energy
- Bath Area Play Project
- Bath Volunteer Centre
- Citizens Advice Bureau
- Developing Health and Independence (DHI)
- Dorothy House Hospice
- Somer Valley FM
- The Care Forum
- West of England Rural Network

### **Enabling Organisations**

- Quartet Community Foundation (Philanthropy Executive)
- St John's Hospital Foundation (Funding and Impact officer)
- Local Giving (Development Manager)
- B&NES (Cabinet member for Policy Localism and Partnerships)

### **Advisors**

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

- An officer or officers from Strategy & Performance (B&NES)

## **5. Reporting & Operating Arrangements**

### **a) Chairing**

The Chair and Vice-Chair should be annual appointments elected by the group.

### **b) PSB Representation**

The group will annually appoint its representative for the Public Services Board.

### **c) Meetings**

Meetings of 3SG shall take place as needed and will be closed meetings. The agenda will be circulated a week before the meeting.

The 3SG will be declared quorate when three of its core members are in attendance.

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.

**d) Agenda Management**

The chair will manage meeting agendas and invite members to contribute discussion points through:

- Forward planning section of a meeting
- Requests from individual members of the Group sent to the chair prior to meetings
- Requests from the wider sector sent to 3SG members (forwarded to chair) prior to meetings
- Following recommendations by the B&NES Public Services Board

The chair will send out a draft agenda prior to meetings.