

Bradford District Voluntary & Community Sector (VCS) Assembly Steering Group

TERMS OF REFERENCE

Main Responsibility of the Steering Group

Develop and oversee the activities of the Assembly on behalf of the VCS, with the main aims of strengthening the VCS and empowering the sector and individuals to play a full and equal role in strategic partnerships.

Main Functions

1. Provide guidance, support and advice around the strategic development of the Bradford District Assembly.
2. Provide and support Assembly representatives to the BDP Board and Stronger Communities Partnership through a democratic process, and select a representative for the Strategic Commissioning Forum.
3. Use the work of the VCS forums to discuss and move forward issues through the partnerships, as well as informing other representatives and the wider debates.
4. Discuss and highlight local priorities for the VCS, raised via the forums, to identify areas of collective concern for the Assembly and thematic forums to take forward.
5. Oversee communication between the Steering Group and forums, and the wider VCS (and public sector bodies as appropriate), in relation to the work of BDP and its strategic partnerships, and other district wide policy work that affects the VCS.
6. Provide a central communication function for the VCS, in relation to strategic partnership work that affects or involves the VCS.
7. Actively promote the work of the Assembly and thematic forums.
8. Responsibility for monitoring the Compact and establishing mechanisms for dealing with issues arising from the Compact.
9. Oversee work relating to the VCS Strategy.
10. Meet regularly and report progress on the Steering Group's work.
11. Arrange an annual open meeting/conference for the VCS, to report on the work of the Steering Group and VCS forums.

Membership

- Elected representative from each thematic forum – 6
- Elected representative for BDP and Stronger Communities Partnership – 2
- A representative from the CNet Board of Trustees - 1
- A representative from the Faiths Forum Network – 1
- A representative from the Infrastructure Support Organisations Group (ISOG) – 1
- A representative from neighbourhoods (tbc) – 1
- Co-options – 2
- In attendance: CNet Chief Executive and Assembly Co-ordinator - 2

Articles of Association

No substitutes allowed.

Non-attendance at three meetings without apologies leads to automatic request for new representative.

All agreements will be mutual with strong attempts to ensure consent. In the event of conflict, any voting will be one person one vote with the Chair as a casting vote at a quorate meeting where the quorate is 3.

The Chair will be the BDP representative and the Vice Chair will be elected by the steering group after the first assembly meeting.

Agenda items can be proposed by any member of the steering group 14 days beforehand to the Chief Executive or representative of CNet. The steering group can agree to accept late items when appropriate.

The CNet Chief Executive and Assembly Coordinator will attend Steering Group Meetings as representatives from the organisation contracted to deliver the commission.

Frequency of Meetings

These will be every six weeks initially, then bi-monthly after the first assembly conference. Additional meetings can be arranged outside of these times if necessary.

Principles

The steering group will adopt the Nolan principles of public life.

Conflicts of Interest

Any conflicts of interest will be declared at the start of the meeting. A conflict of interest may arise when a steering group member becomes involved in a decision which involves actual or potential financial or non-financial gain for the organisation of which they are a member. The test is whether anyone else believes that a conflict of interest arises.

If a conflict of interest is declared that member will not participate in the discussion, and may be asked to withdraw by the Chair.

Uncertainty about whether a conflict of interest exists should be discussed with CNet staff beforehand.