

DRAFT Terms of Reference V.1

Sector 3 Working Group

Vision

We have a shared vision to see a thriving 3rd sector in Stockport that positively supports people and place.

We propose that a modern infrastructure function is set up to facilitate this that has the following aims for the third sector in Stockport:

- Responsiveness: it is able to set up and sustain organisations and services to meet public need and tackle inequalities
- Impact: it is effective in bringing the outcomes that all people require across the system
- Resilience: it is able to sustain its work and deal with adversity

Group Purpose

- To support the development of a sustainable VCSE network in Stockport
- To develop and champion the work of Sector3 and develop a cohesive voice for the sector
- To provide strategic direction, linking into existing and emerging strategies relevant to the work of Sector3 and in the interests of developing a thriving VCSE sector across Stockport
- To review the business plan, contribute to its development and implementation
- Monitor the outcomes of commissioned work and investments
- Recruit and support the strategic lead role

Group Membership

Current Membership:

TBC – an open consultation event will take place in the first instance, encouraging a cross sector of VCSE members and other stakeholders to self refer, the final membership will be determined by a VCSE panel who will ensure the membership is representative in terms of skills, experience and areas of influence.

New Members:

- Membership is to be approved by way of a vote from the current group and should have representation from the Voluntary, Community & Social Enterprise sector Public Sector and other VCSE sector partners and stakeholders
- **Maximum of X number of members**, Stockport specific organisations and remain a good balance from each sector above
- Guests can be invited to the meeting, but purpose should be clear and agreed prior to invitation

- Membership of the working group should be accepted on the basis of a 12-month commitment and reviewed at this time
- If a current member wishes to send an alternative/ additional representative from their organisation this should be communicated to the group prior to the meeting

Group Accountability

- Requirement for each individual group member to attend a meeting once a quarter
- Each Individual member to chair a meeting during their 12 month appointment
- Individual members to support with admin, meeting planning and room availability where possible

Group working methods / ways of working

- At each meeting the chair for the next meeting will be agreed
- The chair is responsible for arranging the meeting, invites to the group, setting up the agenda, securing meeting space and chairing of the meeting
- Individual members are responsible for raising agenda items to the chair prior to the meeting and following up on actions as agreed in meetings reporting back to group once action completed

Meetings

- Minutes will be circulated by the minute taker to the rest of the group within 2 weeks of the meeting taking place
- Any agenda items to be raised should be highlighted to the chair at least 2 weeks prior to the meeting taking place
- Meetings should include working time to allow sub groups to work on actions during meeting time to ensure limited work outside of the meeting is required
- Non-members may be invited to the group with prior approval of other group members and should remain for a maximum of half of the meeting time to ensure confidential business can be dealt with
- Rolling chair and minute taker for meetings will continue unless the group votes in a permanent chair and/ or secretariat.

Sharing of information and resources (including confidential materials)

- Conflicts of interest must be declared at the beginning of each steering group meeting
- Group members should share information and resources with the other group members but group members should reach an agreement prior to any members sharing information and resources outside of the group
- Any confidential issues should be highlighted as such and reasons made clear concerns for sharing outside of group meetings
- If copyright issues arise advice should be sought

Definition of terms

- VCSE – Voluntary, Community & Social Enterprise Sector (to include faith groups where these are not seen as exclusive)

Approved: By all Sector3 working group members

We confirm that all members of the Scetor3 working group have agreed to the Terms of Reference document contained herein and sign as witness to this agreement.

Witness 1:

Witness 2:

Name:	Name:
Position:	Position:
Signature:	Signature:
Dated:	Dated: