

**Draft  
TERMS OF REFERENCE**

**VOLUNTARY SECTOR SUB-COMMITTEE**

**BACKGROUND**

The Voluntary Sector Sub-Committee (the Sub-Committee) brings together the partners to the Compact Agreement as set out in the Membership clause below (referred to as partners in this document).

The Compact Agreement recognises the mutual benefits that can be gained from close co-operation of partners and sets out guidelines for how all partners should work together.

The Compact Agreement:-

- Contains a Compact Partners Commitment to agree to adhere to the values principles and broad commitments of the Compact and to actively work together for the benefits of local people and communities.
- Sets out a Framework for Managing the Compact, which is delivered and monitored through an annual Compact Action Plan.
- Contains Shared Values and Principles for all partners to adhere to.
- Sets out broad commitments of all partners to promote the Compact Agreement.
- Contains a Conflict Resolution provision.
- Contains a Funding Code of Practice.

**MEMBERSHIP**

The Sub-Committee will consist of the following Members:-

15 elected Members of Caerphilly County Borough Council (“the Council”) nominated at the Annual General Meeting of Council each year.

25 voluntary sector representatives elected every three years by the Voluntary Sector Representatives sitting on the Sub-Committee (convened through Gwent Association of Voluntary Organisations (GAVO) as the Voluntary and Community Sector Compact Partner).

One nominated representative from each of the following *or* a nominated substitute:-

Aneurin Bevan University Health Board  
Gwent Police  
Gwent Police and Crime Commissioners Office  
South Wales Fire and Rescue Service  
Community/Town Councils  
Caerphilly Business Forum

**ELECTION OF CHAIR**

There shall be a Chair and Vice Chair, one from the elected members of the Council and one from the Voluntary Sector Representatives. The Chair and Vice-Chair will rotate each year unless otherwise agreed.

## **PURPOSE**

The Sub Committee will:-

Develop, implement, monitor and evaluate the Compact Agreement, which shall be revised every four years.

Seek approval of the Compact Agreement from Cabinet and the Caerphilly Local Service Board.

Produce an Annual Compact Action Plan, which sets out targets and objectives.

Monitor and review the Compact Action Plan on an annual basis.

Provide a forum for exploring issues arising out of the Compact Agreement and or Compact Action Plan and where appropriate correspond on topics pertinent to the Compact Agreement and or the Compact Action Plan.

Permit the Voluntary Sector Representatives to ask up to two questions of any of the partners referred to in paragraph 2 above at each quarterly meeting provided the questions are provided in writing in advance of the meeting to the Council's Policy and Research Manager.

Other than the matters listed above the Sub Committee does not have any decision-making powers but may make recommendations.

## **MEETINGS**

The Sub-Committee will meet every quarter and more frequently as and when necessary to be agreed by the Chair in consultation with Council's Policy and Research Manager.

## **QUORUM**

A quorum for the meeting will be one quarter of the membership as a whole.

## **VOTING**

On occasions where the Chair of the Sub Committee deems a vote is necessary each member of the Sub Committee will have one vote. In the event of a tie the Chair will have a casting vote.

## **ADMINISTRATIVE SUPPORT**

The Council's Policy Unit will provide administrative support. The Council's Policy and Research Manager will agree the Agenda for each meeting in consultation with GAVO.

## **REPORTING MECHANISM**

Minutes of the Sub Committee will be presented to Regeneration and Environment Scrutiny Committee for information.

## **REVIEW**

The terms of reference and membership of the Sub-Committee will be reviewed on a three yearly basis or more frequently if required.