

TERMS OF REFERENCE

VOLUNTARY SECTOR LIAISON COMMITTEE

1 BACKGROUND

The Voluntary Sector Liaison Committee (the Committee) brings together the partners to the Third Sector¹ Partnership Agreement (the Agreement) as set out in the Membership clause below (referred to as partners in this document).

The regional Third Sector Partnership 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 regional Third Sector Partnership Agreement:-

- Contains a Partner's Commitment to agree to adhere to the values principles and broad commitments of the Agreement and to actively work together for the benefits of local people and communities.
- Sets out a Framework for managing the Agreement
- Contains Shared Values and Principles
- Sets out broad commitments of all partners to promote the Agreement.
- Contains a Conflict Resolution provision.
- Contains a Funding Code of Practice.

2 MEMBERSHIP

The 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 (numbers may vary slightly following elections) by the Voluntary Sector Representatives sitting on the Committee (convened through Gwent Association of Voluntary Organisations (GAVO) as the local Community Voluntary Council).

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
 Public Health Wales
 Natural Resources Wales
 Community/Town Councils

¹ (Definition of Third Sector: *Third Sector organisations all have some important characteristics in common, being: independent, non-governmental bodies; established voluntarily by people who choose to organise; 'value-driven' and motivated by the desire to further social, cultural or environmental objectives, rather than simply to make a profit; and committed to reinvesting their surpluses to further their social, cultural or environmental objectives.*) (Welsh Government, Third Sector Scheme, January 2014)

3 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.

4 PURPOSE

The Committee will:-

Assist in the development, implementation, monitoring and evaluation of the Third Sector Partnership Agreement for the region.

Periodically monitor and review the regional Agreement making recommendations to the Gwent Public Services Board (PSB); the sponsor of the agreement.

Provide a **means** for exploring issues arising out of the Agreement and/or Gwent Well-being Plan, and where appropriate correspond on topics pertinent to the Agreement and/or the Well-being Plan.

Permit the Voluntary Sector Representatives to ask 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 Partnerships Manager.

Receive reports, where relevant, on grants provided by the Council to the sector.

Provide input to models of delivery provided by the third sector on behalf of the Council.

Act as a consultee body in relation to plans, strategies and the budget of the Council as those matters pertain to the third sector.

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

Act as a consultee to the Gwent PSB Well-being Plan and the Caerphilly Local Delivery Group action plans²

5 MEETINGS

The 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 Partnerships Manager.

6 QUORUM

A quorum for the meeting will be one quarter of the membership as a whole and must include representatives of the third sector.

7 VOTING

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

² (section 43 Well Being of Future Generations (Wales) Act 2015)

8 ADMINISTRATIVE SUPPORT

The Council's Service Improvement and Partnerships Unit will provide administrative support. The Council's Policy and Partnerships Manager will agree the agenda for each meeting in consultation with GAVO.

9 REPORTING MECHANISM

Agendas, minutes and reports of the Committee will be publicly available on the Council's website.

10 REVIEW

The membership of the Committee will be reviewed annually.

The Terms of Reference will be reviewed on a five yearly basis or more frequently if required.

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