

## **VOLUNTARY & COMMUNITY SECTOR (VCS) EXECUTIVE PORTFOLIO HOLDER'S RELATIONSHIP MANAGEMENT GROUP**

**Terms of Reference** (Amended & approved 3<sup>rd</sup> October 2016)

### **1) Background & Purpose**

- The VCS Executive Portfolio Holder's Relationship Management Group (VCS RMG) has been established to ensure that a productive relationship at a strategic level is developed and maintained between the Council and the VCS. The RMG is an informal meeting of the Executive Portfolio Holder and VCS representatives, it is not a decision making or policy setting body and does not form part of the Council's Constitution or its standing orders.

### **2) Objectives**

- The objective will be to bring together strategic leaders from the VCS and Local Authority in order to develop and maintain a dialogue, offer leadership and negotiate on matters affecting the relationship between the two sectors. This will include
  - Providing strategic leadership and ensuring that the relationship is managed in a professional manner in order to deliver optimum outcomes for citizens of the District;
  - Working to create an environment that promotes and supports a stable, effective and diverse voluntary sector;
  - Examine the impact of changes in national and local policies and procedures that may impact on the relationship between the Council and VCS;
  - Ensure that there is an effective mechanism for consultation with the VCS on key issues such as commissioning, Equality Impact Assessments (EIAs) and the Bradford District Compact;
  - To examine the potential of VCS and Council collaboration on attracting and maximising opportunities for drawing in external investment.

### **3) Co-ordination, Chair & Deputy Chair**

- **Co-ordination & Secretariat:** responsibility of the Office of the Chief Executive within the Council
- **Chair:** Council Member – Portfolio Holder Neighbourhoods and Community Safety
- **Deputy Chair** – Council Member.

#### 4) Membership

##### Bradford Council:

<b>Department/Service Area</b>
Chair – Council Member – Portfolio Holder Neighbourhoods and Community Safety
Deputy Chair – Council Member.
Office of the Chief Executive
Department of Finance
Department of Environment and Sport (Neighbourhood Services)
Department of Adults & Community Services
Department of Regeneration
Department of Children's Services (Strategic Commissioning)

##### Bradford District Assembly:-

Bradford District Assembly Chair
2 ASG representatives (ISOG & Commissioning Forum and Stronger Communities Partnership)
7 – Chairs of VCS Forums or their representatives:- <ol style="list-style-type: none"><li>1. Environment Forum (BEF)</li><li>2. Equalities Forum (BEqF)</li><li>3. Health &amp; Wellbeing Forum</li><li>4. Regeneration &amp; Prosperity Forum</li><li>5. Safer Communities Forum</li><li>6. Young Lives Bradford</li><li>7. Cultural Forum</li></ol>
Elected (Shadow) Health & Well Being Board representative
CNet representative
Others as may be co-opted by mutual agreement to provide additional expertise around specific agenda items or pieces of work

#### 5) Frequency of Meetings

- The Group will initially meet on a quarterly basis. The meetings schedule will be agreed each April.
- The agenda will be agreed with the Chair in full consultation with Group members and circulated at least one week before the meeting date.
- The meetings will be serviced by the Office of the Chief Executive.
- No formal notes will be circulated but key actions bullet pointed and shared with members of this Group.

#### 6) Governance & Reporting Arrangements

##### 6a) Governance

- The Group will work within Council and VCS Assembly Steering Group structures.

##### 6b) Reporting Arrangements

- The Group will receive reports from identified Lead Officers (Council and VCS) as required.