



# Terms of Reference

## Humber, Coast and Vale Health and Care Partnership

### Voluntary, Community and Social Enterprise Sector (VCSE) Leadership Programme Steering Group

#### Document Details

Version	Modifications	Author	Date
0.1	Draft	C Dowson	16.06.2020
0.2	Amendments	L Cunningham	17.06.2020
0.3	Amendments	L Cunningham	07.07.2020
0.4	Amendments	C Dowson	24.07.2020
1.0	Final Version	C Dowson	24.07.2020

#### Approvals

This document requires the following approvals:

Name	Role	Signature	Date	Version
Jason Stamp	Chair		24.07.2020	1.0

## Vision

The core objective of the VCSE Leadership Programme is to influence and facilitate greater collaboration between the Humber, Coast and Vale Health and Care Partnership and the Voluntary, Community and Social Enterprise Sector, enhancing the role of the VCSE sector in the delivery of the transformation of health and wellbeing and cementing their role as a key strategic partner.

## Objectives

The objectives for the VCSE Leadership Programme Steering Group will be to:

- Provide direction and leadership to steer the delivery of the VCSE Leadership Programme;
- Ensure the VCSE Leadership Programme achieves its aims and ambitions;
- Represent and champion the wider Voluntary, Community and Social Enterprise organisations across the region being cognisant of their value, complexity and innovation;
- Provide constructive challenge across other programme areas of the ICS/Partnership and developing effective mechanisms to enable this;
- Develop an approach, values and ethos which enable proactive and collaborative responses as well as reactive action where required in the 21<sup>st</sup> Century health and care system;
- Play an influential role in the HCV Partnership's key priority areas of health inequalities, prevention and public health.

## Principles

The guiding principles that inform how the HCV VCSE Leadership Programme Steering Group will undertake its duties are:

- Strategic – thought leadership and design;
- Influential;
- Collaborative, “one team”;
- Always evolving and adapting, resilient;
- Honesty and transparency;
- Supportive culture;
- Focus on health inequalities;
- Selective – focusing energy where it matters;
- Enabling; and
- Advocacy – the VCSE Sector as equal partners in the health and care economy.

## Responsibilities

The responsibilities for the HCV VCSE Leadership Programme Steering Group will include:

- enabling increased VCSE sector involvement and visibility in the design and delivery of integrated care;

- supporting and influencing improved relationships and deeper trust between VCSE and statutory partners across all six 'places,' building on those which have been created or cemented during the Covid-19 response;
- developing the detailed Work Plan for the VCSE Leadership Programme to deliver;
- engaging and communicating with VCSE organisations across the Partnership and wider, ensuring a two-way dialogue is maintained throughout the lifetime of the programme with mutually-agreed frequency and means;
- representing the VCSE sector across Humber, Coast and Vale and on behalf of the wider sector – carrying the trust of colleagues to speak on behalf of and in support of the sector;
- monitoring programme activities and expenditure;
- providing a supportive role to other groups and programmes across the Partnership as needed.

## **Membership/Representation**

The membership of the HCV VCSE Leadership Programme Steering Group is set out in Annex A.

The membership of the HCV VCSE Leadership Programme Steering Group can be amended by agreement of the membership.

The members can request, subject to agreement of the membership, that other parties can be co-opted onto the group for specific discussions.

In order to embed the senior level buy-in required for the programme as well as the need to maintain programme consistency, Statutory Sector representatives from health and local government within the membership should endeavour not to delegate meeting attendance to deputised colleagues.

## **Decision making**

Members of the HCV VCSE Leadership Programme Steering Group are accountable to their own organisation and to the wider VCSE sector within the 'place' that they represent. In the group members will provide a strategic view from the VCSE sector to inform recommendations, policies and strategic direction.

In order to ensure that the VCSE Leadership Programme remains driven by the VCSE sector, it is agreed that non-VCSE (Statutory Sector) representatives who join the Steering Group should not have voting rights pertaining to decisions required by the group and the programme.

Annex B sets out the governance diagram for the HCV VCSE Leadership Programme Steering Group.

## **Management of meetings**

The HCV VCSE Leadership Programme Steering Group will be chaired on a 6-monthly basis by the North Yorkshire/York or Humber Geographical Partnership VCSE Chair. The Chair will be drawn from the existing membership and will rotate every 6 months between North

Yorkshire and Humber. The Chair can serve an extended length of term by agreement of the membership.

The HCV VCSE Leadership Programme Steering Group will meet on a monthly basis.

The meetings of the HCV VCSE Leadership Programme Steering Group will be administered by the Humber, Coast and Vale Partnership Office or as determined by the needs of the group membership.

The agenda for the meeting will be agreed with the Chair and circulated in advance of the meeting. Any items or papers for the agenda should be submitted to the Humber, Coast and Vale Partnership Team via [hullccg.hcvstppmo@nhs.net](mailto:hullccg.hcvstppmo@nhs.net) at least 10 days prior to the weekly meeting.

The agenda, meeting notes and papers will be available on request to the wider VCSE sector partners and Steering Group members will be responsible for messaging and communications within their respective 'place.'

## **Review**

The HCV VCSE Leadership Programme Steering Group shall review these terms of reference annually or as required to ensure they remain up to date and in line with Humber, Coast and Vale Partnership operating arrangements.

## Annex A – Membership of the HCV VCSE Leadership Programme Steering Group

The membership is as follows:

<b>Role / Sector Representative</b>	<b>Name</b>	<b>Job Title</b>	<b>Organisation</b>
Finance Lead	Jan Garrill	Chief Executive	Two Ridings Community Foundation
East Riding Representative	Andy Barber	Chief Executive	HEY Smile Foundation
North Lincolnshire Representative	Susan Oliver	Chief Executive	Humber and Wolds Rural Action
North East Lincolnshire Representative	Pippa Robson	Deputy Chief Executive	The Forum
York Representative	Alison Semmence	Chief Executive	York CVS
Hull Representative	Jason Stamp	Chief Executive	The Forum
North Yorkshire Representative	Leah Swain	Chief Executive	Community First Yorkshire
Humber Geographical Partnership Representative	Erica Daley	Chief Operating Officer	NHS Hull Clinical Commissioning Group
North Yorkshire and York Geographical Partnership Representative	Wendy Balmain	Director of Strategy and Integration	NHS North Yorkshire Clinical Commissioning Group
Humber Local Authority Representative	John Skidmore	Director of Adults, Health and Customer Services	East Riding of Yorkshire Council
North Yorkshire and York Local Authority Representative	Richard Webb	Director of Health and Adult Services	North Yorkshire County Council
Humber Coast and Vale Partnership Office	Linsay Cunningham	Head of Communications and Engagement	Humber Coast and Vale Partnership Office
Humber Coast and Vale Partnership Office	TBC	VCSE Programme Director	TBC

**Annex B – HCV VCSE Leadership Programme Steering Group Governance Diagram**

*To follow pending agreement of the Terms of Reference and Group Membership*