

# Terms of Reference

## Humber and North Yorkshire Health and Care Partnership

### Voluntary, Community and Social Enterprise Sector (VCSE) Collaborative

#### Document Details

Version	Modifications	Author	Date
0.1	Draft	C Dowson	16.06.2020
0.2	Amendments	L Cunningham	17.06.2020
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## **Background**

The VCSE Leadership Group was established in 2020 following investment from NHSE as part of wave two of the national programme. Since its inception the programme has been integrated into the Humber and North Yorkshire (HNY) Health and Care Partnership (HCP), evolving from a programme of work to becoming a 'Collaborative' within the governance of the HNY HCP in 2022. The Collaborative is equal to and sits alongside the other Collaboratives or Mental Health, Primary Care, Acute and Community.

A 'Collaborative' is a partnership arrangement working across multiple 'places' to realise the benefits of working at scale. The Collaborative will facilitate the work of alliances and networks in a coordinated and systematic way.

The HNY HCP acknowledge the value of the VCSE sector in delivering against the health and care needs of the HNY population. This is evident in the status the VCSE sector has, the expectation to have VCSE representation in all aspects of the partnership, including at the Integrated Care Board (ICB), and provides resource to ensure the sector can operate and contribute to its work. The VCSE have an attendee place, with no voting rights, at the ICB and this position is to be held by the Chair of the VCSE Collaborative.

The partnership between the HNY HCP and the VCSE Sector has been captured and agreed in a Memorandum of Understanding, which agrees how we will operate together; setting out the shared principles and responsibilities to guide our ways of working.

## **Vision**

The HNY VCSE Collaborative will enable the potential and impact of the sector to be realised, being integrated in the planning, design and delivery of health and care. The wider health and wellbeing of people and communities across Humber and North Yorkshire will be supported through the work of the VCSE Collaborative.

## **Mission**

The VCSE Collaborative will influence and facilitate greater collaboration between the HNY 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 HNY VCSE Collaborative Group will be to:

- Provide direction and leadership to steer the delivery of the HNY VCSE Collaborative and achieve its outcomes

- Play an influential role in the HNY HCP's key priority areas of health inequalities, prevention and public health
- Advocate on behalf of the VCSE sector across HNY, facilitating conversations and building relationship between the sector and the health and care system
- Ensure the collaborative is well connected and contributing at all levels, system, place and neighbourhood
- Take a system wide approach where relevant but maintaining flexibility to work at place or neighbourhood levels when required
- Ensure the VCSE sector plays a key role in delivering services, engagement of communities and the design and transformation of services and that the expertise within the sector is embedded in decision making and strategic planning

## **Responsibilities**

The responsibilities for the HNY VCSE Collaborative will include:

- Ensure increased VCSE sector involvement and visibility in the design and delivery of integrated care
- Facilitate and support appropriate VCSE representation in HNY HCP boards, committees and working groups to ensure pro-active VCSE involvement in all aspects of the partnership's work
- Promote and facilitate effective working relationships across the VCSE sector and with the HNY Partnership and other statutory bodies
- To work across other collaborative and partnership arrangements in order to identify opportunities for co-production and shared delivery, with a focus on jointly improving outcomes for local populations.
- Enable greater sector working and collaboration, creating a stronger and collective voice and having a greater impact
- Foster a greater depth of trust within the sector and understand the need and work to maintain this trust
- Develop and deliver against a set of outcomes for the VCSE Collaborative
- Embed the HNY VCSE Collaborative within the HNY HCP, creating a business case to secure investment and deliver against the partnership's priorities
- Engaging and communicating with the sector regularly and effectively, creating a two-way dialogue and ensuring key information is received and understood
- Maintain high standards of delivery and governance and meet all reporting and accountability arrangements with the partnership
- Monitoring collaborative activities and expenditure
- Acknowledge and promote the health and care challenges and priorities being addressed by the HNY Partnership and work collaboratively to deliver impact

- Manage ourselves effectively through an assembly structure enabling the engagement of all VCSE organisations across Humber and North Yorkshire to understand and work together

## **Membership/Representation**

The membership of the HNY VCSE Collaborative is set out in Annex A. The VCSE Collaborative is made up of a core membership of identified VCSE infrastructure organisations that represent each of the 6 'places' of Humber and North Yorkshire.

The members can request, subject to agreement of the membership that other parties can be co-opted onto the group to deliver against the outcomes and workstreams. The membership could include people for information purposes, such as executive leaders within the HNY HCP.

The membership of the HNY VCSE Collaborative can be amended by agreement of the membership. The membership will be reviewed every two years as part of the planning cycle. Outside of this cycle changes to membership can be made as necessary with the agreement of the core membership.

Deputisation – At times it will not be possible for core members to attend the VCSE Collaborative meetings, on these occasions a named deputy is allowed to attend the meeting and act on their behalf. Equally if a member of the VCSE Collaborative is not available for a meeting but wishes to comment on any agenda item, they can contact the VCSE Collaborative Chair ahead of the meeting and the points will be fed in to discussions at the relevant point.

## **Decision making**

The approach to making decisions is based on trying to achieve a consensus across members. This does not mean that all opinions need to be the same and there is permission to disagree. At times consensus decision making may not be possible, at this stage decision making will be made by vote and the majority rule will be applied.

Core members of the group will have voting rights, unless agreed otherwise. Co-opted members and guests to the meetings will not have voting rights pertaining to the decision making of the collaborative. However, the views of co-opted members and guests may be sought to support the decision-making process.

In addition, there may be times when decision making needs to occur outside of the meeting structure in place. This is accepted and decisions will be made via email to be ratified and recorded at the next VCSE Collaborative meeting.

Core members of the HNY VCSE Collaborative 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.

## **Management of meetings**

The HNY VCSE Collaborative will elect a Chair and Vice Chair from the core membership every two years. Previous Chairs are eligible to stand for re-election. .

The Chair of the HNY VCSE Collaborative will have a representative position on the HNY Health and Care Partnership Board (ICB). In addition, the VCSE Collaborative will have a designated Senior Responsible Office (SRO), to be agreed between the VCSE Collaborative and HNY HCP. It is likely that the Chair and SRO will be the same person, however it could be agreed that these roles are held by different people.

The HNY VCSE Collaborative will meet on a monthly basis. Meetings will take place through a mixture of online and face to face meetings as agreed by the members of the Collaborative. It is expected there will be at least 2 face to face meetings per year. Additionally, ad hoc development sessions will also take place in order to provide opportunities for more focused discussion around key issues or specific areas of work.

The meetings of the HNY VCSE Collaborative will be administered as part of the HNY VCSE Collaborative resources.

The agenda for the meeting will be agreed with the Chair and circulated at least 5 working days ahead of the meeting. Any items or papers for the agenda should be discussed and submitted to the HNY VCSE Programme Director at least 10 days prior to the 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 HNY VCSE Collaborative shall review these Terms of Reference annually or as required to ensure they remain up to date and in line with Humber and North Yorkshire Health and Care Partnership operating arrangements.

## Annex A – Membership of the HNY VCSE Collaborative

The membership as of 1 July 2022 is as follows:

Role / Sector Representative	Name	Job Title	Organisation
Core Membership			
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	Claire Etheridge	Delivery Manager	Sector Support North East Lincolnshire Partnership
York Representative	Alison Semmence	Chief Executive	York CVS
Hull Representative	Jason Stamp	Chief Executive	Forum
North Yorkshire Representative	Jane Colthup	Chief Executive	Community First Yorkshire
In Attendance/ For information			
	Jan Garrill	Chief Executive	Two Ridings Community Foundation
Humber And North Yorkshire Health and Care Partnership	Gary Sainty	VCSE Programme Director	Humber and North Yorkshire Health and Care Partnership
Humber And North Yorkshire Health and	Karina Ellis (For Information Only)	Executive Director Corporate Affairs	Humber and North Yorkshire Health and Care Partnership

Care Partnership Executive Team			
Humber And North Yorkshire Health and Care Partnership Executive Team	Jayne Adamson (For information only)	Director of People	Humber and North Yorkshire Health and Care Partnership