



Harrogate and Ripon Centres
for Voluntary Service

Harrogate District Voluntary and Community Sector Chief Officers and Chairs Group

Terms of Reference

Purpose

To work together to ensure a thriving voluntary and community sector in the Harrogate District which is able to meet the needs of the local community

Membership

Membership of the Group is open to Chief Officers and Chairs of Trustees from any voluntary and community sector organisation in the Harrogate District

Aims of the Group

- To identify and take action on key strategic issues of common concern to the voluntary and community sector in the Harrogate District
- To promote networking and collaborative working within the voluntary and community sector
- To improve communication both within the voluntary and community sector and with other sectors in the Harrogate District
- To improve our ability to work in partnership with the public and private sectors in the Harrogate District and sub regionally
- To provide a single point of contact for the exchange of information
- To raise awareness of the role and value of the voluntary and community sector
- To bring colleagues together to act as a peer support network

Characteristics of the Group

- An independent group
- A strategic focus
- Aims to influence local and sub regional agendas
- Adds value
- Able to influence locality and strategic commissioning
- A group to consider voluntary and community sector representation
- Space to discuss issues of a common concern
- Innovative in the way it does business e.g. action learning, sharing good practice etc

Boundaries

The Group's remit is the geographical area of the Harrogate District.

Chair

To be appointed annually from the participants attending Group events

Secretariat

Provided by HARCVS (Harrogate and Ripon Centres for Voluntary Service)

Resources

The Group has no dedicated resources and will be dependant on in kind contributions from participants (e.g. rooms for meetings)

Frequency of meetings

4 meetings per year plus other events as appropriate. Venues to be provided by member organisations. Exact timings to be co-ordinated with other relevant strategic meetings.

Communication

Notes or summary to be produced and circulated within 2 weeks of each meeting.

Additional information between meetings to be circulated by e mail only

Accountability

All members to report to and from their own organisations

Standards for involvement

Members to declare any potential conflicts of interest

To respect the confidentiality of information shared within meetings and between members

Meetings to be held in accessible locations with times to suit the majority of those attending

Papers to be distributed at least one week prior to the meeting

To assist with minute taking every effort should be made not to bring late papers/items to the meeting

Papers to made available in accessible formats as required

Signers/ interpreters to be made available as required

Linkages

Access to sub regional, regional and national organisations via the members of the Group (e.g. NAVCA, ACEVO, NCVO)

NYCC Harrogate Area Committee via HARCVS nominated representative

Harrogate District Public Services Leadership Board via nominated representatives

Harrogate District Voluntary & Community Sector Forum via members

Other links to local/countywide organisations/structures via individual members

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HARCVS

www.harcvs.org.uk

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