

York Assembly Terms of Reference

Purpose

To deliver a centralised mechanism for engagement with the wider voluntary, community and social enterprise (VCSE) sector in York to maximise service development and delivery opportunities created by new place-based arrangements and the work of the developing Humber and North Yorkshire Health and Care Partnership (HNY HCP).

Principles

The York VCSE Assembly will operate under the following principles:

1. A commitment to collaboration and partnership
2. Open and accessible to all VCSE groups and organisations working in York
3. A commitment to continually grow and develop the local VCSE in response to identified needs, including providing targeted support and advice where needed
4. Working in ways that develop and promote VCSE visibility and service delivery opportunities on both geographic and thematic levels
5. Supportive of the development of strong partnerships between VCSE organisations as well as with public sector partners.

Objectives

1. To support VCSE-VCSE Sector Collaboration.
The York VCSE Assembly will:
 - a. Facilitate relationship building and collaboration between VCSE organisations
 - b. Collaborate to respond to national funding programmes and commissioning pathways
 - c. Provide a springboard for working groups to focus on particular issues e.g. mental health and digital inclusion
 - d. Provide and promote an environment that VCSE organisations can access and benefit from peer support.
2. To support VCSE-Public Sector Collaboration.
The York VCSE Assembly will:
 - a. Provide a proactive channel between the VCSE and Public sectors for both the new local arrangements and the developing Humber and North Yorkshire Health and Care Partnership (Integrated Care System (ICS))
 - b. Create a shared awareness of local priorities, developments and opportunities affecting both sectors individually and collectively

- c. Provide a mechanism for conversation on city-wide priorities and strategies
 - d. Explore and facilitate co-production and collaboration on opportunities between the Public and VCSE sectors
 - e. Identify gaps and promote opportunities to work together to overcome health inequalities, and to meet strategic priorities in York and at Integrated Care System (ICS) level.
3. To lever in resource and facilitate investment.
- The York VCSE Assembly will:
- a. Provide a channel for resource devolved from Place and ICS level to be planned and allocated effectively
 - b. Ensure available funding is distributed transparently and fairly
 - c. Provide a platform for exploring alternative approaches to commissioning and social value opportunities
 - d. Identify opportunities for attracting alternative inward investment.
4. To build VCSE capacity.
- Via the York VCSE Assembly and its wider service offer, York CVS will:
- a. Identify and develop mechanisms to build the strengths and capacity of the VCSE sector to collaborate and deliver services
 - b. Develop VCSE sector supply chains by growing the VCSE sector's capacity to deliver services and form part of wider pathways
 - c. Provide a conduit to data-gathering that contributes to overall intelligence on needs, gaps and economic contribution of the VCSE sector in York
 - d. Build awareness of the composition of the VCSE sector and develop recognition of the skills and capacity the sector has to offer.
5. To facilitate representation.
- The York VCSE Assembly will provide a structure to:
- a. Identify appropriate VCSE representation for boards and working groups in York and on a wider level in the Humber, Coast and Vale Health and Care Partnership
 - b. Support increased participation in wider activity within the Humber, Coast and Vale Health and Care Partnership

VCSE Assembly Meeting Arrangements

Formal VCSE Assembly meetings will be held on a monthly basis. The format of the meeting (i.e. face to face, virtual or hybrid) will be reviewed in line with guidance and consensus of feeling at the time.

The Assembly will welcome a wide range of speakers. Speakers will be selected on the basis of:

- Immediacy, e.g. to talk about a new strategy, service intention/service redesign or emerging service delivery opportunities for the VCSE sector
- Relevance, e.g. to talk about an issue that impacts VCSE organisations
- Requests by Assembly attendees, made during a meeting or to the Chair
- Requests by an external agency.

Standing items will include:

1. Updates from York CVS to include:
 - i) Updates from the HNY VCSE Leadership Group including developments relating to the evolution of the ICS and forthcoming funding opportunities;
 - ii) Updates from the new place-based arrangements (e.g. Health and Care Alliance)
 - iii) VCSE representation in York of health-related groups and their activities
2. Updates from other networks

Periodic, programme or responsive agenda items may include:

- System challenges, gaps or inequalities identified by the VCSE sector
- Updates of VCSE initiatives/programmes e.g. Social Inclusion, Green Social Prescribing, Loneliness Network, etc.
- Calls for data gathering to contribute towards overall intelligence.
- Potential resource allocation
- Funding opportunities external to the VCSE sector (e.g. national programmes).

The regularity of the meetings will also provide a mechanism to handle matters emerging that may need a collective or rapid response from the VCSE sector (such as the position at the beginning of the pandemic).

Ad hoc meetings and task and finish groups may take place outside of formal York VCSE Assembly meetings in order to develop specific geographic and thematic pieces of work.

As the Assembly develops, members will increasingly benefit from the additional peer support that the networking will provide.

Membership

Membership will be open to all VCSE organisations based and operating in the city of York or with beneficiaries in York. This does not include members of the general public.

Organisations will be asked to complete a simple registration process to ensure contact details and information relating to their service delivery can be accurately captured, and so that organisations can receive relevant communications.

VCSE organisations that wish to attend Assembly meetings will be asked to send an appropriate representative who will commit to participate in discussions, make relevant decisions and give an overview of their group/organisation's work.

Public Sector partners will be invited to attend Assembly meetings where appropriate.

Role of York CVS in relation to the VCSE Assembly

- Proactively recruit VCSE groups and organisations in York to the VCSE Assembly.
- Chair meetings of the Assembly and provide comprehensive administration – develop terms of reference, venue booking, agenda setting, minutes, follow up actions, and invitations to future speakers.
- Proactively engage prospective members and administer membership to the Assembly.
- Actively promote the Assembly and evidence and demonstrate the outcomes achieved.
- Provide centralised communications channels for promoting the activities of the Assembly and Sub Groups.
- Broker requests and support for VCSE representation on other city wide partnerships and working groups.
- Brokering partnerships between VCSE organisations in response to identified areas for market development.
- Assist in promoting and building strong positive relationships with VCSE and Public sector leaders in the formation and engagement in the Assembly.
- Prepare progress reports on development and activity of the Assembly and feed back to the Place Board.
- Proactively identify key links to other areas of work within the City and develop opportunities for meaningful VCSE involvement in emerging plans and strategies.
- Assess expressions of interest for VCSE representation positions on citywide partnerships and working groups to ensure they meet the pro forma role description for that position.
- Provide regular communications to our membership about the York Assembly through an independent e-newsletter.

Reporting and Accountability

- York CVS will be responsible for coordinating the activity of the Assembly.
- The York VCSE Assembly will report directly into the HNY VCSE Leadership Group via the identified place based lead. This will include monitoring of

Assembly activity, outcomes and any financial spend allocated by the HNY Leadership Group.

Approach to Representation

- York CVS will work with partners to identify current and emerging representative opportunities and look to identify appropriate representation from the membership of the York VCSE Assembly. This will be based on the skills, knowledge, qualities and experience required as well as the thematic or geographic focus of the activity. This will form the basis of a pro-forma role description for the specific representative position.
- The vacancy will be circulated to relevant members of the Assembly (and wider VCSE sector) with Expressions of Interest (EOI) invited detailing how they meet the requirements.
- EOIs will be assessed by a small group of representatives from the York VCSE Assembly (excluding those with a conflict of interest) who will make the final selection.
- Appointed representatives (including those already appointed to positions) will be supported by York CVS and be expected to provide regular feedback into the wider York VCSE Assembly.