

York VCSE Representation – Principles of working (WORKING DRAFT)

This document outlines the aims and objectives of representation in York, provides an overview of responsibilities, and a process where any feedback can be raised.

Aims for VCSE sector representation

'It is vital that VCSE organisations are represented on health (*and care*) - related boards, committees and networks, to advocate for the interests, needs and contributions on behalf of the wider VCSE sector. Representation ensures that VCSE perspective and insight is included in the planning and delivery as an equal to other stakeholders.' Humber and North Yorkshire VCSE Collaborative

Drawing from the overarching objectives of the VCSE Collaborative, our adopted aims for VCSE representation at local level are to:

1. **Build relationships and understanding across all stakeholders of the VCSE sector**, how and for who it operates, its expertise and its health and wellbeing impact at a system, place and neighbourhood level, fostering respect as equal partners
2. To **gain insight and provide effective communications to ensure VCSE organisations understand broader health and care priorities**, can access opportunities and the system is aware of the sector and what it can provide
3. Ensure the **design** of the health and care system is informed by the changing needs of the population and our communities, and that inequalities are reduced
4. **Deliver** against the local health and care priorities in York, as well as contributing to the delivery against system wide priorities where relevant
5. Increase the **investment** into the VCSE sector enabling organisations to deliver health and wellbeing services

Process for selecting representatives

Where an opportunity for VCSE representation is identified:

- York CVS will publish the opportunity openly at the VCSE assembly, within VCSE assembly communications and in wider CVS bulletins
- This will be accompanied with an expression of interest form to gauge intentions and eligibility
- Depending on the strategic nature of the opportunity, initial eligibility of interested VCSE representatives will be assessed on the basis if they:
 - a) Attend (or are willing to attend) the VCSE assembly on a regular basis
 - b) Join (or are willing to join) the VCSE Assembly steering group
 - c) Commit to the broader principles of working as outlined
- Eligible VCSE representatives will then be selected by an assembly steering group vote (excluding those with a conflict of interest) according to the opportunity and suitability

Specification

Specification for those assuming representative positions:

- **Integrity:** operate with honesty and transparency and in the best interests of the VCSE sector and our communities
- **Accountable:** work on behalf of the sector as a collective, ensuring the sector is being represented appropriately and fairly, with equal passion
- **Collaborative:** engage in two-way communication and share insights, connections and opportunities with openness at the appropriate time
- **Experienced:** have a good level of knowledge of working in and with the sector and within the theme you are representing on and be able to share this, consulting to build understanding or to draw in specific expertise where required

Collective Roles and Responsibilities

VCSE Representatives (incl York CVS)	Represented VCSEs
<ul style="list-style-type: none"> • Advocacy: Represent on behalf of the whole sector not an individual organisation, articulating the sector's key challenges and opportunities • Attend meetings: Commit to 80% attendance annually, arranging cover where absence or conflict of interests is anticipated, or resignation notice • Contribute: Maximise opportunity to engage in discussions around service planning and design, providing constructive challenge alongside a solution focus • Feedback: Share findings equitably at the appropriate time using the appropriate channels • Work according to the principles 	<ul style="list-style-type: none"> • Contribute: Contribute to requests for insights, knowledge or examples • Cover: Provide cover where needed, fulfilling responsibilities as outlined • Engage: Engage with feedback channels and follow up; support or advise on reaching wider organisations where needed • Trust: Trust information will be shared wider at the appropriate time • Feedback: Openly raise requests, concerns, or suggest improvements where needed via the feedback process below • Work according to the principles
York CVS	Wider system
<ul style="list-style-type: none"> • Prioritise: Identify opportunities to prioritise for representation • Communicate: Advertise and manage nomination/selection process • Coordinate: Ensure accessible and inclusive communication mechanisms are in place, provide contacts and links, monitor attendance • Support: Offer training and support • Guide: Outline expectations, principles of working and processes • Work according to the principles 	<ul style="list-style-type: none"> • Provide terms of reference to clarify remit, expectations, processes and levels of decision-making influence • Send agendas or papers in advance • Use accessible language that avoids jargon or provide a glossary of terms • Facilitate active involvement and engage VCSE input • Send minutes, specifying confidentiality or scope of wider consultation where it is requested

Feeding back ideas, concerns, or reflections

Where any member has any feedback, thoughts or concerns, they are encouraged to:

- Speak to an identified representative/s who can raise any thoughts or issues at the assembly steering group (*and/or*)
- Speak to a member/s of the steering group who can relay feedback on their behalf
- Matters arising will be discussed at the steering group
- Agreed actions to then be agreed, shared, and member/s to be updated
- Where needed, the process or principles will be reviewed

York CVS and the VCSE assembly steering group will monitor attendance and participation. If representatives are unable to attend on three consecutive occasions, the steering group will work alongside the relevant representatives to explore if a replacement is needed or if support or alternative arrangements can be put in place. Where required, a replacement will be identified as per the selection process outlined.