

## **27/8/10 Cover email note to introduce to Draft Terms of Reference: Voluntary + Community Sector Reference Group for Grant Review Actions.**

The Terms of Reference of the fixed term Voluntary and Community Sector Reference Group to support the Council in improving Grant Aid systems as recommended in the Cabinet Report on 16<sup>th</sup> March 2010. These recommendations sought to ensure that Grant Aid procedures will:

- Demonstrate consistent, good practice and processes across the Council
- Support the third sector to develop
- Ensure how can we cater better for new bids for grants from new organisations.
- Ensure the Council's processes and procedures are compliant with the Derby Compact

Examples of the documents/processes being reviewed are

- 3 levels of Grant Aid Form and Guidance, Grant Aid Agreements
- Updated Compact Checklist, Decommissioning procedure
- Webpage for VCS Grants, Public Database of Grant Funded Organisations
- Publicity Guidance for Grant Officers
- VCS Infrastructure Survey (to be confirmed)
- VCS Support Strategy

Please provide the names/contact details of potential members of the VCS Reference Group and the forum/organisation's they represent.

## **31/8/10 Draft Terms of Reference: Voluntary + Community Sector Reference Group for Grant Review Actions.**

### **Purpose**

2. The VCS Reference Group will contribute a Voluntary and Community Sector (VCS) and diversity input into the development of draft documents and procedures produced by the Compact Implementation Network (CIN) in response to the Cabinet Report "Review Of Processes And Procedures For Grants Funding" (16<sup>th</sup> March 2010)
3. The VCS Reference Group is a 'task and finish' group operating for the duration of the work on the Cabinet Report recommendations. At this time it is anticipated that this work will be completed by June 2011.

### **Membership**

4. The VCS Reference Group will include 6-8 representatives from a range of VCS organisations, eg. large and small organisations, groups that provide services / represent different diversity backgrounds, and a range of DCC grant funding areas (Adult Health and Housing, Children Young People etc).
5. VCS Reference Group representatives will be drawn from a range of local fora including the DCC's Disabled People, Minority Communities, Gender and Sexuality, 50+, Voices in Action/Youth Opportunities Panel, and other local fora / organisations eg. Compact Forum and Health and Social Care Forum.
6. The Group will select a chair/vice chair and additional members as required, the Compact Forum will agree the final membership of the VCS Reference Group.
7. It's acknowledged that the Reference Group will not represent all diversity backgrounds, but will be able to provide guidance on many of the key issues. All VCS organisations, including those from across all diversity backgrounds, will have the opportunity to comment and suggest changes as part of a wider (2<sup>nd</sup> stage) consultation process.
8. Representatives are asked to nominate a deputy, who will be able to represent them at meetings if they cannot attend. If Representatives cannot attend, they can still contribute by providing comments to the VCS Team.

### **Key Tasks**

9. The Group will comment on first draft of documents before these go out for wider (2<sup>nd</sup> stage) consultation with all local VCS Groups and stakeholders. They will be asked to make amendments and suggestions on:
  - a) Updating Standard Grant Forms, Guidance, related grant aid documents and procedures (the Standard Document Set).
  - b) Updating the Council Grant webpage, adding a data base of grants provided by the Council to website and a creating a guide for publicising grant information
  - c) The review of infrastructure support for Third Sector
  - d) The development of a VCS Support Strategy
  - e) Rationalising Grant Aid procedures
  - f) And other supporting documents and procedures
10. The VCS Reference Group will also be asked to support an Equality Impact Assessment on any proposed new procedures as part of implementing the recommendations in the Cabinet Report.

### **Links to the Compact Implementation Network (CIN)**

11. The VCS Reference Group will support the work of the Compact Implementation Network, who will be producing draft documents and procedures. The Network is made up of Grant Officers who manage Voluntary and Community Sector Grants from across the Council (DCC Grant Officers) and other local funding organisations.

### **Communication/Reporting**

12. The VCS Team will co-ordinate with members of the CIN to provide updates on progress to the VCS Reference Group, and to various Forums, (listed in para 4) that have been approached for potential Members. (VCS Reference Group members will be asked to support this process)
13. Comments and suggestions made by the VCS Reference Group will be fed back to the CIN members as part of developing new documents and procedures.
14. Reports will be provided to senior officers of the Council and to Members on the implementation of the recommendations.

### **Accountability**

15. Group representatives are accountable to the fora and organisations that they represent.

### **Meetings.**

16. The initial timetable sets out the proposed meetings, it's acknowledged that this may be subject to change as circumstances develop. Meetings will be conducted in a manner that is in line with the principles of the Compact. All members are responsible for ensuring such principles are adhered to.
17. VCS Team will co-ordinate and service the meetings. If members cannot attend, any comments and suggestions they make will be passed onto the CIN for consideration.
18. Group will select it's a chair from it's own members. If conflicts cannot be resolved within the Group, the chair will ask the Compact Forum to appoint a mediator to seek resolution of the dispute.

### **Provisional Meeting Dates**

(dates and times (day/evening) to be confirmed by Group)

First Meeting the week including 26<sup>th</sup> Oct to 2<sup>nd</sup> Nov 2010

26<sup>th</sup> Nov 2010

17<sup>th</sup> or 22<sup>nd</sup> Dec 2010

14<sup>th</sup> Jan 2011

4<sup>th</sup> Feb 2011

22<sup>nd</sup> Mar 2011

Other meeting dates to be confirmed.

### **31/8/10 Draft Communication Plan for Action Plan to Implement Recommendations of Grant Procedures Review Cabinet Report:**

(CAD= Community Action Derby, CIN = Compact Implementation Network, COG= Council Chief Officer Group, VCS=Voluntary and Community Sector)

Dates and timescales, to be agreed, see draft Outline Action Plan

#### **Roles:**

1. VCS Reference Group (new group to be established by VCS Team/Forum with 6 – 8 representatives from Council Engagement fora and /Forum, (see VCS Ref Group Terms of Reference).  
The Group will be asked to provide detailed early comments to improve content and ensure compact compliance and appropriateness for local VCS context.  
Information provided and meetings facilitated by VCS Team and CIN working group members co-ordinated through Council's Consultation Support Team.
2. Council Engagement fora (Disabled People, Minority Communities, Gender and Sexuality, 50+, Voices in Action (or Youth Opportunities Panel)  
The fora will be asked to suggest potential members for VCS Reference Group and will receive updates on progress. Information provided by VCS Team and CIN working group members in coordination with Council's Consultation Support Team who facilitate fora meetings.
3. Compact Forum; Will be asked to approve consultation process, monitor progress, support wider consultation, and provide comments to improve content, ensure compact compliance and fit to VCS context. Facilitated by CAD/VCS Team.  
NOTE: CIN and Compact Forum will agree how wider VCS will be kept informed of implementation of the Recommendations.
4. CIN: Council CIN members are required to carry out the recommendations in the Cabinet Report and the Group will be asked to co-ordinate and lead on carrying out the action plan, and to ensure that procedures are applicable for their departments. None Council CIN members will be asked to support the action plan and potential co-ordination with their organisations.
5. COG: Will be asked to note progress and agree adoption of new procedures etc as each section of the work is completed (and if required provide further guidance on links to Council priorities)
6. Cabinet: Will be asked to formal confirm adoption of new documents and procedures etc, as part of February VCS Cabinet Report, and other reports as required.

Additional guidance will provided by appropriate 'specialist' staff / groups eg.

- grant aid forms and agreements – DCC Legal Section,
- public documents and communication – Communication Team/Consult Team
- procurement issues – Procurement Section
- Web developments – Web Team
- Plain Talking Group – feedback on text of public documents/webpages etc

### **Example of Consultation Process**

Details of Consultation process will be adapted to ensure they are appropriate to the particular documents/procedures under consultation.

1. First Draft created by CIN members, as a whole group, or subgroup set up by the CIN to do carry out particular task.
2. First Draft to VCS Reference Group, comments provided, meeting to discuss comments (and to Plain Talking Group)
3. Second Draft created by CIN members
4. Second Draft to wider VCS Sector, (inc, VCS Ref Group, Compact Forum, Plain English Panel). Mail outs/newsletters will co-ordinated with CIN and Compact members. Consultation will be co-ordinated the Communication Support Team to provide online documents and comment form.
5. Final Draft created by CIN members for adoption by Forum, COG, Cabinet, and other organisations as agreed.