

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

Purpose

1. 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" (16th March 2010)
2. 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

3. 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).
4. 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.
5. 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.
6. 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 (2nd stage) consultation process.
7. 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

8. The Group will comment on first draft of documents before these go out for wider (2nd 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
9. 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)

10. 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

11. 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)
12. 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.
13. Reports will be provided to senior officers of the Council and to Members on the implementation of the recommendations.

Accountability

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

Meetings.

15. 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.
16. 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.
17. 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 26th Oct to 2nd Nov 2010

26th Nov 2010

17th or 22nd Dec 2010

14th Jan 2011

4th Feb 2011

22nd Mar 2011

Other meeting dates to be confirmed.