**Terms of Reference**

1. **Vision**

A city where voluntary organisations, community groups and social enterprises are at the heart of creating a better and fairer Salford

1. **Purpose**

The purpose of VOCAL is to bring voluntary, community and social enterprise (VCSE) organisations in Salford together to ensure that their role in improving the lives of residents in the City is recognised, valued and supported by public sector partners. It enables the VCSE Sector to:-

* have a strong voice and influence decision makers through representatives with a mandate to speak on behalf of the sector on all strategic partnerships within the City.
* Develop strategic priorities and collaborative working

1. **Aims:-**

* To improve the lives of children, young people and families
* To improve community safety and cohesion
* To create a cleaner and greener City
* To reduce poverty and inequalities
* To enable a robust, engaged and influential VCSE Sector
* To improve wellbeing, health and care

1. **Values and Principles**

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| **Value** | **Behaviour** |
| Everyone is Respected | * We will treat each other, and our partners in a respectful manner * We will respect different organisational cultures, practices, priorities and constraints * We will respect and value our diversity |
| Everyone is Heard | * We will listen to, value and respect the views and opinions of others, even if they differ from our own |
| Everyone is Equal | * We will treat everyone with equity, irrespective of size, power, influence or diversity |
| Everyone is Valued | * We will build on our collective strengths, assets and capacity , ensuring everyone’s contribution is valued |
| Everyone is Responsible | * We will work in a mutually supportive way, with trust and co-operation * We will take responsibility for our own actions and those of others |

These values and behaviours will be upheld by VOCAL Members, Leaders and Representatives

1. **Structure**

VOCAL is made up of the following thematic forums:-

* Children, Young People & Families Forum
* Community Safety Forum
* Environmental Forum
* Inclusive Communities Forum
* Leaders Forum
* Wellbeing, Health & Social Care

**6. Membership**

Membership of the thematic forums is open to all voluntary, community and social enterprise organisations operating within the City of Salford.

VOCAL recognises the importance of including the viewpoints of those groups lacking the resources to fully engage with consultation or commissioning processes, and therefore seeks to include under represented and volunteer led community organisations.

**7. Meeting Arrangement**

7.1 Frequency

All of the thematic forums and representative meetings are held quarterly, except as otherwise agreed with members and representatives.

7.2 Organisation & Facilitation

All of the thematic forums and representative meetings are organised and facilitated by Salford CVS

7.3 Chaired By

All of the thematic forums and representative meetings are chaired by Salford CVS or an individual member who is selected to carry out the role

7.4 Generation of Agenda Items

Agenda items are generated by VOCAL representatives of the thematic forums, with the support of members and Salford CVS

7.5 Circulation of Papers

Minutes and action logs from meetings of forums will be circulated within 2 weeks of the meeting and further papers needed to prepare for the subsequent meeting will be circulated 2 weeks prior to the meeting.

**8. Representation**

8.1 Self nomination

VOCAL members can put themselves forward to become a VOCAL representative by completing the representative application form, which provides a brief outline of skills, knowledge, experience and reason for wanting to become a VOCAL representative.

8.2 Acceptance

The decision for acceptance of new VOCAL representatives will be made by the VOCAL Representatives & Leaders of the thematic forum the member wishes to represent.

8.3 Induction

Representatives will be provided with an induction into the role and ongoing support from Salford CVS

8.4 Representing VOCAL on Multi Agency Strategic Partnerships

The VOCAL Representatives group (for each thematic forum) will decide upon the most appropriate strategic partnerships and sub groups for VCSE representation and match their members professional skills, knowledge and expertise to them.

8.5 VOCAL Representative Protocol

To support people in the role of VOCAL representative and to ensure accountability to VOCAL and it’s thematic forums, a representation protocol is in place, which representatives will be expected to abide by.

**9. Roles & Responsibilities**

9.1 Salford CVS

Salford CVS will provide the following facilitation and secretariat support:

* keep and update an accurate list of VOCAL member organisations
* circulate minutes, agendas and supporting papers for VOCAL meetings to members two weeks prior to the date of the meeting
* arrange and book venues, and where agreed invite speakers, for Forum meetings
* Circulate information regarding key local, sub regional and national strategic agenda’s, policies or strategies to VOCAL Members, Representatives and Leaders
* Develop and circulate VOCAL quarterly bulletins to members
* facilitate VOCAL Representative “acceptance” process
* support representatives in their role
* ensure productive and effective communication between Salford CVS, VOCAL Forums, VOCAL Representatives and the wider VCSE Sector
* To uphold the Terms of Reference and adhere to the Values and Principles

9.2 VOCAL Representatives

The purpose of the role of a VOCAL representative is to

* Act as an advocate for and champion VOCAL
* Contribute on behalf of VOCAL in strategic decision making and Influence local policies and strategies
* Raise awareness of the role the VCSE sector plays in making a difference for local communities
* Work with other VOCAL representatives providing peer support, and sharing skills, expertise and knowledge

Responsibility

The responsibilities of VOCAL Representatives is to-

Work as an integral part of the strategic partnership board or Sub Group on behalf of VOCAL, in particular to:-

* Adhere to the terms of reference of the strategic partnership board or Sub Group
* Ensure papers are read and contributions prepared in advance
* Utilise your professional skills, experience and knowledge to contribute to decision making on behalf of VOCAL
* Promote co-production with VOCAL

Provide Feedback to, and seek the views of VOCAL thematic Forums, in particular to:-

* Attend and feedback to the VOCAL thematic Forums or if unable to attend ensure a summary feedback paper is provided
* Consult with other VOCAL members to enable them to provide a mandate on specific issues, policies or strategies
* Inform VOCAL thematic forums when you are no longer able to maintain a commitment to the role of representative or where you experience a potential conflict of interest.

Provide peer support to, and share information with other VOCAL representatives, in particular to:--

* Attend VOCAL representative meetings to share and disseminate information, views and opinions (if unable to attend, to provide written feedback
* Uphold VOCAL Terms of Reference and adhere to the Values & Principles

8.3 VOCAL Members

To uphold VOCAL Terms of Reference and adhere to the Values and Principles

Appendix 1 – VOCAL Forums