

## Voluntary Sector Representatives 2018-2020 – Adult Health and Social Care

**The Voluntary Forum will elect up to four voluntary sector representatives for Adult Health and Social Care. The representatives will undertake this role for 2 years and central to the role is the commitment to Represent the sector as a whole rather than your individual organisation**

Adult Health and Social Care representatives will be expected to attend one or more of the following meetings\* on behalf of the sector. **Examples of the type of meeting you might attend are listed below, but it is unlikely you would attend more than 1 or 2 of these meetings, depending on your area of interest:**

- Integrated Care System Board and Operations group
- Primary Care Development Working Group
- Prevention Strategy Board
- Community Safety Partnership
- Scrutiny sub-group meetings
- Health and Well-being Board and Executive
- Compact Steering Group

*\*Please note that these meetings are to be confirmed, pending discussion with Chairs and potential changes to terms of reference.*

The meetings you attend will be agreed with BVSC in advance, depending on your area of expertise.

### **As a Voluntary Sector Representative, you undertake to:**

- Feedback information from the Partnership you attend to BVSC on issues raised and work carried out at meetings and via brief written summaries which need to be available electronically (ie: via e-mail)
- Spend time preparing for meetings
- Attend meetings and give apologies, notifying BVSC in advance if you won't be able to attend
- Take an active part in discussions during the meetings
- Represent the sector as a whole rather than your individual organisation
- Respect the fact that that some items involve confidential business which may not be discussed outside the meetings
- Complete any actions which you have agreed in meetings

- Declare any conflicts of interest as they arise
- Undertake relevant training to increase your ability to perform the role
- In the event of an issue/concern arising relating to the role, to raise this with BVSC
- Complete the feedback sheet and forward to BVSC for inclusion in BVSC's regular e-bulletins at your earliest opportunity, so that the sector can engage.
- Attend Voluntary Forum meetings to provide feedback and provide any ad hoc feedback as relevant to support communication with the sector

**As BVSC, and on behalf of the Voluntary Forum, we undertake to:**

- Provide a proportionate feedback sheet to enable swift and concise sharing of information
- Provide a single contact person for ease of communication
- Provide a regular opportunity for representatives to come together and share learning and challenges
- Facilitate representative network opportunities to provide support and training as appropriate for the role.
- Provide expenses, in line with our expenses policy which is available on request (this will be reviewed after year 1)
- Disseminate the information provided by the representatives within a useful timeframe
- Review the programme and support annually