

Voluntary Sector Representatives 2018-2020 – Children and Young People

The Voluntary Forum will elect up to four voluntary sector representatives for Children and Young People. 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.

Children and Young Peoples 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:**

- The Local Safeguarding Children's Board
- The Local Safeguarding Children's Board Learning Hub
- Transformation Plan steering group
- Early Help and Prevention steering group and project board
- SEND Strategic Partnership
- The Local Offer meetings
- Transition working group meetings
- 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