

## Terms of Reference

### 1. Purpose

The Derby Compact Forum was formally launched in November 2003. This followed the adoption of The Derby Compact in June 2001. The purpose of the Compact Forum is:

- To translate the principles of The Derby Compact into practice and review progress on this;
- To take a pro-active and developmental role in promoting effective working relationships between the statutory sector and the voluntary and community sector (VCS);
- To encourage sign-up and ownership of The Derby Compact by all statutory and VCS agencies; and
- To promote and market The Derby Compact, its benefits and achievements.

### 2. Membership

The membership of The Compact Forum will comprise equal representation from the VCS and key statutory sector agencies, all of which have signed up to The Compact. Membership will be made up as follows:

#### **Voluntary and Community Sector membership:**

There will be **three** representatives from key **infrastructure organisations**, one of which will represent **Black and Culturally Diverse Groups** and one **faith groups**. All three infrastructure representatives will be accountable to the wider VCS.

**Five** other representatives will be appointed or elected, through the Derby Community Network, to lead on each of the following areas, which correspond to the Derby City Partnership 'Cities':

- Health, social care and well-being (Healthy City)
- Children and young people (City for Children and Young People)
- Community safety (City for Safer and Stronger Communities)
- Planning, transport and environment (City Growth)
- Culture and leisure (Cultural City)

Up to **three** additional Voluntary and Community Sector representatives will be elected onto the forum and given a lead responsibility for the following cross-cutting areas:

- Community Groups
- Social Enterprise
- Volunteering

Additional voluntary and community sector representatives may be co-opted, as needed, to maintain the balance of VCS and statutory sector representation.

**Statutory Sector membership:**

**Five** representatives with commissioning responsibility to be selected to lead on each of the following areas, which correspond to the Derby City Partnership 'Cities':

- Health, social care and well-being (Healthy City)
- Children and young people (City for Children and Young People)
- Community safety (City for Safer and Stronger Communities)
- Planning, transport and environment (City Growth)
- Culture and leisure (Cultural City)

Derby City Council representatives:

- 2 elected Members

Other members:

The Derby Compact can include up to **five** other representatives of statutory sector partners operating in Derby, which have signed up to the Compact agreement.

Other members may be co-opted as and when necessary.

**Compact Forum members are expected to send a representative if they are unable to attend a Compact Forum meeting.**

### **3. Meetings**

- The Compact Forum will meet at least four times per year, one of which will be the Annual Review meeting. Thematic groups relating to good practice principles will be established to take the core work of the Compact forward and to report progress back to the Compact Forum.
- There will be an Annual Review to evaluate progress over the previous year and plan for the year ahead, taking into account any local and national policy changes.
- All partners signing up to the Derby Compact will be invited to attend the Annual Review. The Annual Review will take place in November each year to coincide with National Compact Week.
- The meetings shall 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.
- All members of the Forum are expected to attend on a regular basis. The Forum has the discretion to ask a member to stand down in the event of failure to attend two consecutive meetings, or to send a representative.
- For the group to be quorate, at least one third of the members should be represented at the forum.
- New members will be elected every three years.

#### **4 Agenda Setting**

- Agendas shall be based mainly on developing and taking forward the work of an annual Action Plan and discussing key issues affecting the relationship between the sectors.
- Other agenda items shall be passed to the Chair or Vice Chair at least two weeks prior to the meeting. Items arriving later than this cannot be guaranteed to be included.
- All agenda items must fit within the remit of the Compact Forum as outlined in this document. Forum meetings will be focused on strategic issues and cross-cutting issues, rather than on issues affecting individual organisations or departments. Such issues must be dealt with outside of these meetings through the normal channels, or as part of dispute resolution (see section 9.).

#### **5 Chairing of the Forum**

- The Forum will elect both a Chair and a Vice Chair. These roles will be rotated so that one year the Chair is from the statutory sector, and Vice Chair from the voluntary sector. The following year, the Chair is from the voluntary sector and Vice Chair from the statutory sector.
- Chair and Vice Chair shall be elected by the Members of the Forum at the Annual Review meeting held each November.
- The Council and the voluntary sector will each choose their representative for Chair or Vice Chair as appropriate, prior to the annual meeting.

#### **6 Servicing of the Forum**

- Minute taking and general administration of the Forum shall be undertaken by Derby City Council.
- Implementation of actions arising from meetings shall be undertaken by the nominated officers from the relevant sector.
- A draft set of minutes will be produced to be agreed by the Chair and Vice Chair two weeks after each forum meeting which will then be distributed.

## **7 Functions / Roles and Responsibilities**

Members of the group will undertake to:

- Feed information back to the organisation(s) they represent, and any relevant partnerships or networks of which they are a member.
- Seek the views of the organisation(s), partnerships and networks they represent, in order to represent those views at The Compact Forum.
- Negotiate and obtain the authority to ensure full implementation of the Compact within their organisation(s), partnerships and networks.
- Promote the Derby Compact through their relevant networks.
- Actively encourage the voluntary sector to raise issues relevant to the purpose of the Forum with their Compact representative, through Voluntary Sector Clusters or networks.
- VCS Compact Forum members may wish to meet outside Compact Forum meetings to progress issues as and when required.

## **8. Annual Review and Action Plan**

- Annual Review: progress against the previous year's Action Plan will be reviewed each year to evaluate the effectiveness of the Forum's work. An Annual Review report shall be compiled on the issues which the Forum addressed during the year and presented to the Derby City Partnership Management Group.
- An Annual Action Plan will be developed at the Annual Review meeting, incorporating the views of VCS and statutory sector partners. This Action Plan will be approved by the Derby City Partnership Management Group and will guide the Compact Forum's work for coming year.

## **9. Mechanisms for resolving Conflicts and Complaints**

- The VCS and statutory agencies signed up to The Derby Compact have undertaken to work within the agreed principles and standards.
- A member of the Compact Forum will be appointed by the Chair to act as mediator where issues of compact compliance are called into question. The role of the mediator will be to seek a resolution to the dispute.
- Where issues cannot be resolved through Compact Forum mediation, the Dispute Resolution process, published as part of the Compact agreement, should be followed.

## **10. Resourcing the Compact**

- Staff Time: Derby City Council, together with Derby CVS, will provide a co-ordinating role in collating responses and information around issues raised by the Compact Forum.
- Training: Derby City Council and Derby Council for Voluntary Service will ensure that training opportunities are provided for Compact Forum members as necessary.