



Terms of Reference

Aim

1. To enable the third sector to participate in and influence the local strategic partnership so that it plays its part in defining and shaping priorities, policies and services tailored to local needs.

Objectives

1. To influence decision making, planning and service delivery at both a strategic and local level.
2. To enable the third sector to have a voice, including marginalised or under represented groups.
3. To develop the capacity of third sector groups.
4. To work in partnership with stakeholders to deliver improvements identified through the Local Area Agreement and Borough Strategy documents.

Activities

1. To develop a membership - based network of third sector groups.
2. To facilitate Network meetings and events to inform, consult and increase network activity across Doncaster.
3. To provide an election service to field representatives to act as a voice at a strategic and a local level.
4. To support a groups at thematic, neighbourhood and community of interest level.
5. To provide a mechanism for information dissemination about the CEN and local strategic partnership to Network members and public, private and third sector stakeholders.
6. To promote the CEN to existing and potential stakeholders.
7. To be the coordinating body for consultation and involvement of the sector in all stages of the development and delivery of strategic plans in the Borough.

Membership of the Network

1. Membership will be open to independent third sector groups in Doncaster. Examples of these include:
 - Voluntary organisations
 - Community groups
 - Faith groups
 - Social enterprises
 - Regional and sub-regional organisations or community based networks that work in or represent Doncaster
2. Party Political groups will not be eligible to join the Network, which is non aligned.
3. In cases where it is unclear or where there is dispute regarding membership eligibility, the matter will be referred to the DCVS Board for a decision.
4. All members will:
 - Receive information
 - Be entitled to attend Network events
 - Be entitled to nominate a representative from their organisation, and support a nomination from another CEN member to represent the CEN
5. Members involved in Network business will promote equality and diversity by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of officers of the Community Empowerment Team.
6. Members will not conduct themselves in a manner which is injurious to the wellbeing or reputation of the Network.
7. Membership of the Network may be terminated where a member is in breach of the Terms of Reference, or where the member improperly represents the Network.
8. A DMBC councillor, a non- executive Director of NHS Doncaster or a Governor of either Doncaster and Bassetlaw NHS Foundation Hospital Trust or Rotherham, Doncaster and South Humber Mental Health NHS Foundation Trust cannot be nominated to be a representative on a Strategic Board. This is to avoid any conflict of interest as they are in a position which requires them to have direct involvement in decision making processes around statutory agendas.

General Meetings

1. There shall be at least one General Meeting of the Network held in each year.
2. Each Member Group of the Network will have one vote at general meetings.
3. Activities of general meetings may include:
 - Decision making by the Network
 - Amendment to the Terms of Reference

- Consultation
- Information sharing
- Any other activities deemed relevant to the Network

Strategic Representatives

1. Doncaster CEN will facilitate the election of representatives from the Network to represent the views of the third sector at a strategic level.
2. Representatives will be elected for a maximum of two years.
3. Representatives will be expected to attend 75% of the meetings of the strategic bodies on which they are elected to represent CEN.
4. Representatives may hold office for up to two years after which they will resign but may be re-nominated. The CEN Team Leader will review the attendance of the representatives in accordance with the representatives, performance management framework and dismissal and appeals procedure.
5. Representatives will be expected to attend/ take a lead at appropriate network meetings, briefing sessions and training as agreed.
6. Representatives will comply with the Protocol for Representatives in operation at the time.
7. A Representative shall cease to be a Representative if he or she is in breach of the Terms of Reference, or improperly represents the Network.
8. Dismissal as a Representative applies to the individual, not to the member group who may, if they wish, nominate another person for consideration.
9. A Representative has that position as an individual from their member group. Where the nominated individual leaves their group or organisation, they will cease to be a Representative. The vacancy will be filled by seeking new nominations as appropriate from Network members.

The Team

1. The Community Empowerment Network will be supported by the CEN Team.
2. The CEN team is employed by Doncaster CVS.
3. The Team will provide the following support:
 - Administration of the Network to include information distribution and facilitation of activities.
 - Co-ordination of the Network
 - Consultation with the Network and partners.
 - Budget management for the CEN through Doncaster CVS.
 - Performance management of the CEN.
 - Support for Representatives.
 - Work with and on behalf of marginalised or under represented groups.

Funding Arrangements

1. Doncaster CVS manages the CEN service and is accountable for its funding.
2. Costs and expenses incurred by Network members will be met in accordance with the Financial Expenses Policy in operation at the time.

Review Process

1. Although monitoring and evaluation will be ongoing, a review of the Network will take place at least annually.

Amendments to the Terms of Reference

1. The Network has the power to change the Terms of Reference.
2. The Terms of Reference will be reviewed annually and made available to all members of the Network.