

DRAFT: Terms of Reference for TSF

The Third Sector Forum (TSF)

The Third Sector Forum is an independent network of Third Sector groups, organised and chaired by VAO. The Forum provides a co-ordinated voice for Orkney's third sector, allowing all of us to have a stronger influence in the issues that affect groups in Orkney. There is a clear line of communication with the Orkney Partnership Board (OPB), Integration Joint Board through which issues of importance to the sector can be raised and discussed and, crucially, third sector activity recognised and included in the Orkney Community Plan and Integration Strategic Commissioning Plan.

A key operational aspect for the Forum is that the Forum and associated groups are the initial point of reference for partners should a sectoral representative be required to attend or contribute to a planning group or partnership undertaking. Acting as a conduit to the wider sector the TSF will operate as a communication platform to facilitate effective, meaningful and appropriate two-way communication between strategic planning activity and organisations and volunteers across Orkney

The TSF meets quarterly and the group reflects the wider interests of the sector whilst mirroring the landscape of planning and development groups within Orkney. The meetings comprise a general business meeting and then a thematic presentation/discussion based on key priorities, local/policy related or areas of identified need by Forum members.

The Third Sector Working Group (TSWG), sub group of the Forum meets monthly and is a group of representatives The Special interest groups (SIG) meet a minimum of 4 times per year, in advance of TSF meetings, and hold additional meetings as required by their own priorities related to their areas of work and interest.

Responsibilities

- To identify where the voluntary sector can contribute to the identification development and implementation of outcomes and actions identified in the Local Outcome Improvement Plan, Strategic Commissioning Plan- Integration.
- To co-ordinate cross agency and partnership working and establish the most effective means and mechanisms whereby outcomes can be achieved.
- To act as a representative grouping to provide the Third Sector with cohesion and unity in terms of engagement and consultation in relation to issues affecting and of importance to the sectors and members.
- To provide regular reports and inputs to the Orkney Partnership Board (OPB) and Integration Joint Board (IJB) and other partnerships as required
- To facilitate effective consultation and/or engagement on behalf of OPB, IJB as required.
- To develop a robust informed and responsive Third Sector which meets the needs, aspirations and expectations of communities across Orkney.
- To co-ordinate consultation and research activity relating to sector activity.
- To manage and review the effectiveness of the associated Forum sub groups

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Structure

- The TSF meets quarterly.
- The meetings comprise general business and a thematic presentation/discussion based on key priorities, local/policy related or areas of identified need by Forum members.
- Forum sub groups:
 - The Third Sector Working Group (TSWG), sub group of the Forum meets monthly.
 - The Special interest groups (SIG) meet a minimum of 4 times per year.
- The VAO CEO will meet with Integrated Joint Board (IJB)/Strategic Planning Group (SPG) Third Sector representatives to offer support and direction in line with Forum discussion/activity and to feedback discussion and activity in advance of IJB/SPG meetings.
- The Forum operates a standing Agenda to include feedback from representatives at various strategic groups as well as to facilitate general sector-specific discussion and debate in relation to issues/matters as they arise.
- Feedback to the Forum from sub groups will be expected to be concise and targeted to ensure optimum use of time at meetings.

Communication:

- Forum Meeting agenda will circulate to all Forum members with a call for agenda items a minimum of 2 weeks in advance of each meeting.
- Forum minutes and papers will be circulated 1 week before and after each meeting
- Forum sub groups will provide an Action Note from each meeting to the full Forum within 2 weeks of each meeting.
- The Forum will provide regular reports and updates to OPB/IJB etc. on matters relating to the sector.
- The Forum will provide structured communication to third sector organisations' staff/volunteers on a monthly basis through VAO newsletters and as required via email/ebulletins.