Third Sector Leaders Forum

# Terms of Reference

Overview and Purpose

The Third Sector in Stirling is comprised of community groups, voluntary organisations, charities, social enterprises, co-operatives and volunteers. They are a diverse sector ranging from large national charities to small volunteer led organisations, working in a variety of service delivery areas including services for children, health and social care, community development, and environmental protection, to name a few.

Stirlingshire Voluntary Enterprise (SVE) is the third sector interface (TSI) in the Stirling area. One of SVE’ main responsibilities is to facilitate the third sectors relationship will the Community Planning process and enable the sector to influence and contribute effectively to the design and delivery of the Single Outcome Agreement (SOA) and Community Planning outcomes. SVE facilitates, and is accountable to the third sector voice in Community Planning by supporting thematic forums; Health and Social Care Forum, Children and Families Forum, and the Social Enterprise Network.

The Third Sector Leaders Forum supplements other forums to be a space for discussion and debate on the strategic issues affecting the third sector as a whole. The Forum brings together leaders of the third sector in Stirling to debate and discuss issues of importance to the third sector, and enables them to work together to find collaborative solutions to opportunities and challenges. The third sector have a responsibility to promote each other, embrace new ways of working, and champion the role of early intervention and prevention to achieve the best outcomes for the people we work with.

Values

Inclusive- we will recognise the diversity in our sector, and seek out alternative views.  
Change focused - we will ask challenging questions of our public sector partner **and** ourselves as we focus on improving outcomes.   
Influential- we will use our collective voice as a sector to influence local decisions and debate.  
Supportive- a commitment to promote and support each other as leaders and as a sector.

Role and Remit

The role of the Third Sector Leaders Forum will be to:

* Provide a network of information sharing, advice and support for senior leaders in third sector organisations.
* Promote, represent and support the overall strength and sustainability of the sector.
* Initiate debate and discussion about the opportunities and challenges affecting our sector and the people that engage with our services.
* Develop common purpose and policies that can be used to influence community planning structures through third sector representatives.
* Build opportunities for partnerships and collaborations across third sector organisation that may include the shared delivery of services, pooling of resources, and joint tendering.

Membership

Open to leaders in all third sector organisations that operate in Stirlingshire. The term Leaders has been defined as people with responsibility to make decisions on behalf of their organisation/ local unit of national organisation. Attendance will be restricted to two people per organisation. Where a third sector organisation employs staff, primary communication and attendance at meetings will be with the senior staff member. Where a third sector organisation does not employ staff, primary communication and attendance at meetings will be opened to a member of the Board of Trustees.

A membership list will be maintained by SVE.

Members attending each meeting will represent their individual organisation, but will be encouraged to work towards solutions for the whole Third Sector. Members will be expected to contribute effectively and without bias or prejudice will work towards delivering the aims and objective of the group.

Format

The Forum will meet a minimum of four times a year. The location for the meetings will not be fixed, with members volunteering to host the meeting at their premises.

Agenda items will be requested and decided in advance of each meeting.

A final agenda, relevant papers and information will be circulated approximately five working days before the meeting.

SVE will provide the secretariat function of the Forum which will circulating agenda items, organising venues and taking a record of the meeting held.

A rotating chair will be selected twice a year. When necessary, the forum will select issue based leads to chair sub groups of the forum that will work on a specific issue.

Decisions should be reached by consensus or by one member, one vote if necessary.

Review

These Terms of Reference, including membership, can be amended with the approval of over 50% of members. The Forum and the Terms of Reference will be reviewed annually, and twice in the first year.