**REPRESENTATION PROCESS**

This is the process that Blackburn with Darwen Community Network will use to select VCFSE Representatives to sit on a partnership body within Blackburn with Darwen or Lancashire and South Cumbria on behalf of the VCFSE Sector within Blackburn with Darwen. We recommend all partnership leads to create a minimum of two VCFSE Representative roles – which will be selected by the BwD Community Network. The partnerships may in addition to the two roles, create extra positions for specific charities, social enterprises, faith or community groups because of their particular expertise or value that they will add to the partnership – but those organisations should not be asked to speak on behalf of the VCFSE Sector as a whole.

**Process Map**

An Officer from a Partnership Body asks BwD Community Network to find VCFSE Sector Representation for their Partnership.

Step One

Step Two

CVS (Donna) will send out the Representation Pro Forma (Appendix A) for completion and return by the Officer.

Step Three

Once the Pro Forma is returned, CVS will put the opportunity on the Community Network page of the CVS website and send an e-bulletin out to all our VCFSE contacts who have signed up for the e-bulletin.

We will give two weeks for anyone to complete the Expression of Interest Form (see Appendix C) and return it to Donna/Garth by the deadline.

CVS will circulate all the expressions of interests received by the deadline to the Community Network Representation Panel Members with a score sheet. Panel members will need to return the score sheet within 5 days and CVS will hold an on-line MS Teams meeting with the panel to go through the scores/results, which the panel members can review before making a final decision.

Step Four

Step Five

CVS will inform the individual and the lead officer of the partnership body of the Representation Panel’s decision.

CVS will place the individuals biography and contact details on the Community Network page.

Step Six

The Community Network requests that the Lead Officer and the Chair meets with the VCFSE Representative to make their introductions, complete any I duction process and ensure that the VCFSE Representative is fully briefed about the partnership or committee that they will be part of.

**CONTACT DETAILS**

**Donna Talbot** [**Donna.talbot@communitycvs.org.uk**](mailto:Donna.talbot@communitycvs.org.uk) **01254 583957**

**Garth Hodgkinson:** [**Garth.hodgkinson@communitycvs.org.uk**](mailto:Garth.hodgkinson@communitycvs.org.uk)

Community CVS provide secretariat support to Blackburn with Darwen Community Network and all VCFSE Representatives on behalf of the Network. We may attend the partnership meetings in a non-voting observational/supportive role to the VCFSE Representatives with prior agreement of the partnership and where appropriate.

**APPENDIX A: VCFSE Representation Pro-Forma**

To be completed by the lead officer for the partnership body that is requesting VCFSE Representation.

**VCSFE**

**Representation Pro-Forma**

This form is to be used if you wish to have VCFSE (voluntary, community, faith and social enterprise) sector representation on your partnership group. Blackburn with Darwen Community Network will run a selection process to find representatives on your behalf. We recommend that you request two places so that the representatives can support each other but also so that you get better representation and there is the ability to cover for each other with meeting clashes, holidays, sickness, etc.

We recommend that any VCFSE representative has a term of office of two years.

Please complete the form and send it back to Donna and Garth. if you have any difficulties - please ask.

**Name of:**

**Meeting/Group/Platform/Work Stream.**

[Insert txt here]

**Chair:**

[Insert name of chair here]

|  |
| --- |
| **Overall aim:**  [Insert text here] |
| **Reporting to: [inset text here]**  **Frequency of meetings & commitment of time: [Insert text here – please give as much information as possible – the normal day, time and duration that the meeting is held so that people expressing an interest know when they would be required to attend]** |
| **Terms of reference:**  [Inset text or attach here] |
| **Person specification/Skills/Knowledge Required:**  [Insert text here]  **Please return to:**  **Garth Hodgkinson: Secretary BwD Community Network**  [**Garth.hodgkinson@communitycvs.org.uk**](mailto:Garth.hodgkinson@communitycvs.org.uk)  **Donna Talbot Secretary BwD Community Network**  [**Donna.talbot@communitycvs.org.uk**](mailto:Donna.talbot@communitycvs.org.uk) |

**APPENDIX B: List of Potential Partnerships**

This is the current list of who has been asked to complete the representation pro-forma.

* NHS Led Partnership Bodies

Phillipa Cross has been asked to complete the representation pro-forma for all the NHS led partnerships.

* Council Led Partnerships

1. Community Safety Boards and Forums

Lindsay Frew, Partnerships Manager for the Council’s Community Safety Team, has been asked to complete the representation pro forma for any community safety partnerships.

1. Safeguarding Boards

Abdul Aziz Ghiwala, from the Councils Safeguarding Team, has been asked to complete the representation pro forma for the safeguarding boards and sub-committees for the Local Adults Safeguarding Board and the Local Children’s Safeguarding Board.

1. Blackburn with Darwen Health and Wellbeing Board.

There are two VCFSE Rep roles on the Blackburn with Darwen Health and Wellbeing Board (currently filled by Vicky Shepherd and Angela Allen). We will advertise this roles at the same time as the NHS ones.

In terms of the various sub groups of the Health and Well-Being Board – we need to contact the relevant Directors or Partnership leads to identify what roles may need to be filled by the VCFSE Sector. For example –

* There is the Children’s Partnership Board and sub committees – which cover Start Well;
* We need to find clarity on what partnership structures the Council is proposing for Work Well;
* Age Well Partnership – we need to contact Age UK BwD who lead on this multi-agency partnership – which sits underneath the Health and Wellbeing Board.
* VCFSE Sector Led Multi-Sector Partnerships

1. Volunteering for Health – as part of this initiative – CVS are leading on pulling together a BwD Volunteering Partnership – which will involve the local authority, NHS, CVS are asking for Blackburn with Darwen Community Network to fill two places with volunteer managers (who can be paid or unpaid) from frontline volunteer involving groups / organisations on behalf of the VCFSE Sector. CVS (Garth/Kate) will complete the pro forma and get it back to Donna so that the roles can be promoted at the same time as the NHS partnership roles.
2. Lancashire and South Cumbria VCFSE Alliance

Blackburn with Darwen Community Network has 4 places on the Alliance. At the last meeting, the Board agreed for the chair to take one of these places. We will advertise for the other 3 roles at the same time as the NHS Partnership roles and other health roles.

* Council - Private Sector Led Multi-Sector Partnerships

We will ask the Council to use its influence to create two VCFSE Sector representative places on all council-private sector partnerships linked to the Prosperity of Blackburn with Darwen such as

* 1. Blackburn Town Centre Business Improvement District Board – which is serviced by Newground Together.
  2. Darwen Town Deal Board and Darwen Neighbourhood Board
  3. Any future economic regeneration boards, employment and skills boards, Work Well Partnership, etc.

The above list is not exhaustive. The VCFSE Sector should have representation on all partnership structures where our role can contribute alongside the private sector and the public sector.

**Public Sector Co-ordination of Partnership Requests**

It would be good if the Council and the NHS have one person – who can act as a conduit between the Community Network and the various partnerships that the Council and the NHS are leading on.

Richard Brown (on behalf of the Council) and Philippa Cross (on behalf of the NHS) have already played a significant role in helping to develop the Community Network so far and establish links with the Council and the NHS.

Richard Brown has offered to act as a conduit between the Council (and its partnership lead officers) and BwD Community Network to help filter requests and triage the work between the Partnership Lead Officers and BwD Community Network.

Philippa Cross could do the same for the NHS.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPENDIX C:**  **Expression of Interest Form for a VCFSE Representative Role**  **Personal Details**   |  |  | | --- | --- | | **Title** |  | | **First name** |  | | **Surname** |  | | **Email address** |  | | **Telephone number** |  | | **Address** |  |   **VCFSE Representative Roles**  **Which VCFSE Representative Roles are you expressing an interest for (please tick the role or roles you want to be considered for)?**   |  |  | | --- | --- | | **Role** | **Please Tick (✓)** | | … |  | | … |  | | … |  | | … |  | |  |  | |  |  | |  |  | |  |  | |  |  |   **Q1 – Why do you want to become a VCFSE Representative?**  Please explain your motivation and enthusiasm for the role or roles that you have ticked and why you are the best person to represent Blackburn with Darwen Community Network and the wider VCFSE Sector on the particular partnership body or committee.  Word Count: Please use a maximum of 500 words.   |  | | --- | |  |   **Q2 - Relevant Knowledge, Skills and Experience**  Please tell us about your relevant knowledge, skills and experience for the role or roles that you have ticked.  Word Count: Please use a maximum of 500 words. 250 words for knowledge and skills and 250 words for experience.   |  |  | | --- | --- | | **Knowledge and Skills**  Tell us a bit about what knowledge and skills you have relevant to the role or roles. | | |  | | | **Experience and Achievements**  Tell us about your experience of being a VCFSE representative on partnership structures or if you have any lived experience, volunteer experience or work experience that you may have that might be relevant for the partnership you are wishing to represent the VCFSE Sector on. | **Dates** | |  |  |     **Confirmation of Support**   |  |  | | --- | --- | | **Confirmation of Consent and Support** | **Please Tick (🗸)** | | Please tick this box to confirm that your chair, Chief Executive, or Board has consented to and supports your application and is aware of the time commitment that is required to fulfil the VCFSE Representative Role (s). |  | | In submitting your expression of interest, you give consent for your contact details to held in manual and electronic formats by Blackburn with Darwen Council for Voluntary Service and used and shared in conjunction with the VCFSE Sector Representative Role that you have applied for. |  |   **Data Protection Act 2018.** All information you have provided will be held in manual and electronic formats and only be used in line with the Data Protection Act 2018 and the **General Data Protection Regulations**. The information will be used to contact you with regards to the VCFSE Sector Representative Roles that you have expressed an interest in within Blackburn with Darwen.  We will keep the information ‘live’ on our information systems for as long as you are engaged with us and will keep archived information for the length of time required by funders for audit purposes only.  You have the right to withdraw consent at any time by contacting Clair Bloomfield (details below).  Blackburn with Darwen Council for Voluntary Service is the data controller and is registered on the Data Protection Register (Z1938345). We will not share or divulge your details to any other third parties without your expressed consent.  You have a right to access your information by writing to Clair Bloomfield, Community CVS, Boulevard Centre, 45 Railway Road, Blackburn. BB1 1EZ email [clair.bloomfield@communitycvs.org.uk](mailto:clair.bloomfield@communitycvs.org.uk) Tel: 01254 583957.    **Biography and Contact Details (maximum 300 words)**  (to go on the Community Network page of the CVS Website – if you are successful in your expression of interest).   |  |  | | --- | --- | |  | | | **Contact E-mail** |  | | **Contact Telephone Number** |  | |

I give explicit consent for my contact details and expression of interest to be stored in hard copy and in electronic format on CVS databases and for my biography and external contact details to be displayed on the CVS website.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Data Protection Act 2018.** All information you have provided will be held in manual and electronic formats and only be used in line with the Data Protection Act 2018 and the **General Data Protection Regulations**. The information will be used to contact you with regards to the VCFSE Sector Representative Roles that you have expressed an interest in within Blackburn with Darwen.  We will keep the information ‘live’ on our information systems for as long as you are engaged with the VCFSE Representative Role(s) and will keep archived information for the length of time required by funders for audit purposes only.  You have the right to withdraw consent at any time by contacting Clair Bloomfield (details below).

Blackburn with Darwen Council for Voluntary Service is the data controller and is registered on the Data Protection Register (Z1938345). We will not share or divulge your details to any other third parties without your expressed consent.  You have a right to access your information by writing to Clair Bloomfield, Community CVS, Boulevard Centre, 45 Railway Road, Blackburn. BB1 1EZ email [clair.bloomfield@communitycvs.org.uk](mailto:clair.bloomfield@communitycvs.org.uk) Tel: 01254 583957.

**APPENDIX D: EXPECTATIONS OF A COMMUNITY NETWORK REPRESENTATIVE**

**You will hold your VCFSE Representative Role for a period of two years. You will be expected to**

* read papers in advance of your meeting and prepare for the meeting
* advocate for the VCFSE Sector as a whole at the meetings and not simply put forward the interests of your own organisation.
* complete the report template and e-mail it to [donna.talbot@communitycvs.org.uk](mailto:donna.talbot@communitycvs.org.uk) for circulation to the Board and to place on the Community Network page of the website.
* attend Community Network organised events linked to the role that you are holding to find out the views of the sector.
* attend the annual conference and quarterly network meetings and be prepared to answer any questions that voluntary, community, faith and social enterprise organisations might have.
* adhere to the Nolan principles, which are:
  + **Selflessness**: you should act solely in the public interest
  + **Integrity**: you must declare any interests and take care not to put yourself in a position where you are under obligation or influence of anyone or any organisation
  + **Objectivity**: you must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
  + **Accountability**: you are accountable to VCFSE organisations and the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.
  + **Openness**: you should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
  + **Honesty**: you should be truthful at all times.
  + **Leadership:** you should exhibit these principles in your own behaviour and treat others with respect. You should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.
* be willing to attend Community Network training and events.
* agree for your biography and contact details to be made public on the Community Network website and be willing to be contacted by VCFSE organisations and the public who are interested in the body on which you are representing the VCFSE Sector.

**APPENDIX E:**

**VCFSE REPRESENTATIVE REPORT TEMPLATE**

The report template to be used to report back on any meeting you attend on behalf of the BwD Community Network.

|  |
| --- |
| A blue and grey logo  Description automatically generated  VCFSE Representative Reporting Form. |

|  |  |  |  |
| --- | --- | --- | --- |
| MEETING DETAILS | | REPRESENTATIVE DETAILS | |
| NAME |  | NAME |  |
| DATE |  | ORGANISATION |  |

**Which P or Ps from the Community Network’s 6P VCFSE Strategy does the Partnership Meeting have links with (tick one or more)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick (🗸)** | | **Please tick (🗸)** | |
| **People** |  | **Prosperity** |  |
| **Peace** |  | **Planet** |  |
| **Participation** |  | **Place** |  |

|  |
| --- |
| Main Items of Discussion: |
|  |
| Opportunities and Implications for the VCFSE Sector |
|  |
| Follow Up Actions required: |
|  |
| Date of Next Meeting: |