



Bradford District Assembly
*the voluntary and
community sector together*

Bradford District Assembly Steering Group

TERMS OF REFERENCE

Main Responsibility of the Steering Group

Develop and oversee the activities of the Assembly on behalf of the Voluntary and Community Sector (VCS), with the main aims of strengthening the VCS and empowering the sector and individuals to play a full and equal role in strategic partnerships.

Key Functions

1. Provide guidance, support and advice around the strategic development of the Bradford District Assembly
2. Provide and support Assembly representatives to the Health and Wellbeing Board and related partnerships through a democratic process
3. Use the work of the VCS forums to discuss and move forward issues through the partnerships, as well as informing other representatives and the wider debates
4. Discuss and highlight local priorities for the VCS, including those raised via the forums, to identify areas of collective concern for the Assembly and thematic forums to take forward
5. Oversee representation between the BDA Steering Group and forums and the wider VCS, and the Health & Wellbeing Board, related strategic partnerships and public sector bodies as appropriate
6. Provide a central communication function for the VCS, in relation to strategic partnership work that affects or involves the VCS
7. Actively promote the work of the Assembly and thematic forums
8. Responsibility for monitoring the Compact and establishing mechanisms for dealing with issues arising from the Compact
9. Oversee work relating to the BDA action plan (include key actions from the BDA conference)
10. Meet minimum of 4 times per year
11. Arrange an annual conference for the VCS, to report on the work of the Steering Group and VCS forums
12. Develop task and finish groups as required with appointed leads

Membership

- Elected Chair and co-chair from the following Assembly forums:
 1. Equalities Forum
 2. Health & Wellbeing Forum
 3. Regeneration & Prosperity Forum
 4. Safer Communities Forum
 5. Young Lives Bradford
- Elected Assembly Chair
- The elected representative for Bradford and Airedale Health and Wellbeing Board



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In attendance

- CNet Chief Executive Officer
- Representative from the Bradford District Infrastructure Partnership (BDIP)
- Bradford District Assembly Co-ordinator and administrator
- Neighbourhood, Engagement & Active Communities Group Chair

Proceedings

- Specialist representatives can be co-opted on the ASG to address specific issues, for example homelessness.
- Non-attendance at three meetings without apologies leads to automatic request for new representative.
- All agreements will be mutual with strong attempts to ensure consent. In the event of conflict, any voting will be one person one vote with the Chair as a casting vote at a quorate meeting where the quorate is 3.
- The Vice Chair will be elected by the steering group
- Agenda items can be proposed by any member of the steering group 14 days beforehand to the Chief Executive or representative of CNet. The steering group can agree to accept late items when appropriate.
- The Assembly Coordinator and administrator will attend Steering Group Meetings as organisation contracted to deliver the commission.

Frequency of Meetings

Quarterly with additional meetings if necessary.

Principles

The steering group will adopt the Nolan principles of public life.

Conflicts of Interest

Any conflicts of interest will be declared at the start of the meeting. A conflict of interest may arise when a steering group member becomes involved in a decision which involves actual or potential financial or non-financial gain for an organisation of which they are a member. The test is whether anyone else believes that a conflict of interest arises.

If a conflict of interest is declared that member will not participate in the discussion, and may be asked to withdraw by the Chair.