



THE SURREY ASSEMBLY

VOLUNTARY, COMMUNITY AND FAITH SECTOR VOICE

Terms of Reference

Representing the Voluntary Community and Faith Sector at the Surrey Strategic Partnership

From 'Routes to Partnership'

"Once elected by The Assembly, those selected will become a representative of the collective and not their own organisation or community of identify."¹

Responsibilities of Partnership Members

All Members of the Assembly are expected to commit to the following:

Meetings:

- Commit to regular attendance at SSP or Themed Board meetings;
- Nominate a consistent deputy who will attend in the absence of the designated member;
- Read the papers and draw in wider perspectives where relevant;
- Be able to speak on behalf of their sector with authority;
- Take an active part and use expertise and knowledge;
- Make sure recommendations and decisions are evidence-based wherever possible;
- Discuss potential conflicts and differences to seek the most effective and realistic solutions;
- Be prepared to follow through on actions and decisions.

Within VCFS:

- Champion;
- Role out the agreed vision and Partnership priorities to the sector, as appropriate;
- Identify and commit adequate resources to delivering the agreed priorities of the Partnership, including providing representation on relevant sub-groups and time-limited task groups;
- Know the constraints and priorities of their sector or organisation;
- Keep in touch with front-line service delivery;
- Report back to Assembly Support and make sure that Representee's views are fed into the panel;
- Be aware of cross themed board issues;
- Be prepared to promote change, shift views, negotiate and sell ideas.

On behalf of the Partnership be prepared to:

- Lead on pieces of work and act as a "champion";
- Represent the Partnership.

General Principles of Public Life

From Surrey County Council Partnership Governance Framework (page 41)

These general principles have been adapted and developed from the Statutory Instrument relating to the ten general principles of public life (which are built upon Lord Nolan's seven general principles).

Selflessness

Members of the partnership should serve only the public interest and should never improperly confer an advantage or disadvantage on any person or organisation.

Honesty and integrity

Members of the partnership should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members of the partnership should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

Where appropriate, members of the partnership should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members of the partnership should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal judgement

Members of the partnership may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others

Members of the partnership should promote equality 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 the authority's statutory officers and its other employees.

Duty to uphold the law

Members of the partnership should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures and preserves public confidence.