

**Nottingham & Nottinghamshire ICS  
Voluntary, Community and Social Enterprise (VCSE) Alliance  
Terms of Reference**

**1. Context and purpose** *This section is NHS mandated.*

In the guidance from NHS England (NHSE) which underpins the development of Integrated Care Systems (ICS) there is a requirement for them to support the development of an Alliance through which voluntary, community, and social enterprise organisations (VCSE) across a geographical area can bring the insights of the sector to support the health and wellbeing of the communities served by the ICS, as a system partner.

All system partners are committed to consistently listening to, and collectively acting on, the experience and aspirations of local people and communities through the Integrated Care Board and Integrated Care Partnership and will work to:

1. Have a deep understanding of all the people and communities it serves.
2. Capture the insights and diverse thinking of people and communities to enable the ICB and ICP to tackle health inequalities and the other challenges faced by health and care systems.
3. Bring fresh opportunities to strengthen work with people and communities, building on existing relationships, networks and activities.

The purpose of the VCSE Alliance is to enable every citizen to enjoy their best possible health and wellbeing by bringing together local representatives of national and regional VCSE organisations working countywide to provide services to citizens and infrastructure organisations. The VCSE Alliance will act as a single point of contact to enable the generation of citizen intelligence from the groups and communities that they work with. This intelligence and insight will be shared across the ICB and ICS to ensure that the experiences and views of citizens are considered in the design and delivery of health and care services, enabling a two-way flow of information. Furthermore, where citizen intelligence has influenced change, this will be shared back with citizens. If citizen intelligence has not resulted in a change, the rationale for this will be clearly stated to citizens.

The VCSE Alliance will be an essential part of how the system operates at all levels. This will include involving the sector in governance structures and system workforce, population health management and service redesign work, leadership and organisational development plans.

**2. Ambition:**

- To act as one of primary mechanisms to represent the voice of citizens, sharing intelligence and insights about the health and care needs and aspirations of local people.
- To amplify the voices of citizens who do not traditionally engage with statutory services.
- To engage and embed the sector within the Integrated Care System governance and decision-making structures.
- To strengthen the voice of the VCSE sector within the ICS, building on partnership working across all layers of the system.
- To optimise the value the sector can bring to the health and wellbeing of their communities through greater collaboration across ICS partners.
- To evaluate and measure our impact as a sector, and deliver the best outcomes for patients.

### **3. Vision and Values**

- Open and inclusive. All VCSE organisations within the Nottingham and Nottinghamshire ICS can be part of the Alliance and have their voice heard in it.
- Independent – the Alliance will demonstrate its independence of the statutory sector.
- Be as local as possible - recognise the importance of the four Places within the ICS
- Equality and fairness - Welcome and work to hear the voices of our diverse and ethnic communities.

### **4. Objectives**

- Act as the main point of contact, facilitate two-way flow of communication between the NHS and VCSE sector, encourage collaboration, co-design and transformation.
- Join up intelligence – giving VCSE organisations better access to data and ‘market intelligence’ and vice versa.
- Provide a central point for reporting and feedback against national developments and regional priorities using intelligence from local communities and residents.
- Act as the main point of contact for leadership of the sector to liaise with commissioners and other stakeholders encouraging dialogue, co-design and collaboration.
- Join up intelligence – giving VCSE organisations better access to data and ‘market intelligence’ and vice versa.
- Enable small voluntary organisations to act equal partners within the VCSE Alliance.
- Build capacity within the sector through joint applications for investment.
- Use shared data to identify emerging trends from across the wider VCSE sector that the VCSE Alliance represents and influence key decision makers across the ICS or place for the benefit of the sector.

### **5. Benefits/Outcomes/Impact**

- Raise the profile, increase understanding, and promote the value of working collaboratively with the VCSE sector on the health and wellbeing of communities, on NHS services, health inequalities, prevention, population health management, social prescribing etc.
- Identify new opportunities and to align opportunities through grant funding and social investment with statutory partners.
- Explore opportunities to demonstrate impact, value, benefits that the VCSE sector can bring, collaboratively across the wider VCSE sector using the available evidence, data and intelligence to best use to support the overall sector development and to achieve the vision.
- Support infrastructure through peer advice, support and development.
- Identify, promote and share peer learning, training and capacity building to; ensure all members workforce are in a strong position to meet future demands, improve the quality and sustainability of services for people living in specified location.

### **6. Membership**

Membership of the VCSE Alliance will be inclusive of NHS, Healthwatch, local representatives of national and regional VCSE organisations working countywide to provide services to citizens and infrastructure organisations. Organisations represented will include:

1. Active Notts
2. Age UK Nottingham and Nottinghamshire
3. Alzheimer’s Society

4. Ashfield Voluntary Action
5. Bassetlaw Action Centre
6. Bassetlaw Citizens Advice
7. Bassetlaw CVS
8. Children's Bereavement Centre
9. Enable
10. Framework
11. Health Alliance Group (BHAG) CIC
12. Healthwatch Nottingham and Nottinghamshire
13. Homestart Nottingham
14. Mansfield Citizens Advice
15. Mansfield CVS
16. Newark and Sherwood CA
17. Newark and Sherwood CVS
18. Nottingham Counselling Centre
19. Nottingham CVS
20. Nottingham Mencap
21. Nottinghamshire Deaf Society
22. Nottinghamshire Disabled People's Movement
23. NHS Nottingham and Nottinghamshire Integrated Care Board
24. NSPCC
25. Parkinson's UK
26. Royal Air Forces Association
27. Royal Voluntary Service
28. Rushcliffe CVS
29. Self Help UK
30. SHE UK
31. Stroke Association
32. The Centre Place
33. The Helpful Bureau
34. Trussell Trust

This is not an exhaustive list – all VCSE organisations within the Nottingham and Nottinghamshire ICS can be part of the Alliance.

Other members may also be co-opted for a specific purpose for a limited period of time.

VCSE Alliance members may review membership at any time in order to add value for the benefit of the sector and the VCSE Alliance as a whole. This process will be fair and transparent and agreed by the VCSE Alliance members.

## **7. Chairing arrangements**

An Independent Chair will be recruited.

Should the Chair be unable to attend a meeting the membership will agree a substitute chairperson from the attendees for that meeting only.

## **8. Quorum and voting arrangements**

As the VCSE is not a decision making body, quoracy does not impact on its business. The Chair will determine if a meeting should be convened in the event of a high number of apologies.

## **9. Frequency of meetings**

The VCSE Alliance will meet once every two months and meetings will take place virtually and/or at accessible venues across Nottingham and Nottinghamshire.

To support access, virtual working through email links and telephone conference calls will be used where appropriate. Extraordinary meetings will be arranged as required.

## **10. Requirements of the VCSE Alliance and its membership**

VCSE Alliance members will be expected to:

- a) Be well informed about the health issues affecting service users/the local population.
- b) Undertake preparation for meetings.
- c) Share learning experiences and feedback from VCSE Alliance meetings to the organisations/sector they represent.
- d) Be a role model and ambassador with a positive, collegiate approach.
- e) Bring challenge to the ICS in the role of 'critical friend'.
- f) Contribute to a work plan to ensure that the VCSE Alliance has clear aims and objectives to support the work of the ICS and its priorities.

If any member is not in a position to attend a meeting then an appropriate deputy should be sent.

## **11. Conduct of business**

An agenda and supporting papers will be distributed at least 5 days before meetings. The agenda will be agreed with the Chair prior to the meeting.

Administrative support will be provided by the ICB Engagement Team.

Meetings held virtually will be recorded for the purposes of assisting with production of accurate minutes of the meeting and will be deleted upon completion of the minutes.

## **12. Code of Conduct for Members**

### 'Know how' and Intellectual Property

Members of the VCSE Alliance will respect the 'know how' and intellectual property rights of its members, partners and third parties. VCSE Alliance members will not use any shared information or data for commercial advantage or to the financial or commercial detriment of the original supplier of the information.

### Fair Dealing

Members of the VCSE Alliance will not take unfair advantage of or injure anyone through manipulation, concealment, abuse of privileged or confidential information, misrepresentation of material facts, fraudulent behaviour or any other unfair dealing practice.

### Integrity

Members of the VCSE Alliance will act with highest degree of integrity, honesty, diligence, responsibility and in accordance with applicable laws.

### Confidentiality

Members of the VCSE Alliance will adhere to the confidentiality requirements of the ICS. Any information shared in confidence or any information believed to be of a confidential nature should not be disclosed. It is the responsibility of the author or speaker to be explicit around the status of information shared.

## **13. Declarations of Interest**

At the beginning of each meeting, VCSE Alliance members will be required to declare any personal interest if it relates specifically to a particular issue under consideration. Any such declaration shall be formally recorded in the minutes for the meeting in accordance with the provisions set out in the ICS's policy.

#### **14. Reporting Responsibilities**

The VCSE Alliance will have a direct link into the ICS Citizen Intelligence Advisory Group and its work will support the delivery of citizen insights to the Integrated Care Partnership and the Integrated Care Board. The Chair of the VCSE Alliance will attend both forums to represent citizens and the sector.

#### **15. Review of Terms of Reference**

The Terms of Reference will be reviewed at least annually.