

Funding and Procurement Task and Finish

Group Terms of Reference

1. Aim

To embed Compact principles of Funding and Procurement into the practice of member organisations of the Worcestershire Partnership

A key outcome will be the production of a framework document which sets out a common and consistent approach to commissioning across the county which is understood and used by all partner agencies within the Worcestershire Partnership. This should improve the process and experience of the process for all partners.

2. Objectives

- Consider the scope for achieving a more collaborative and coordinated approach to public sector grant funding for the VCS across Worcestershire
- Promote joint public and VCS partnerships to maximise external funding opportunities for Worcestershire.
- Support the development of commissioning processes that ensure the VCS have opportunities to engage throughout the commissioning process
- Share best practice in relation to public sector investment in VCS support services, harmonise systems and processes and support change within organisations
- Ensure that all developments are consistent with the agreed Worcestershire Partnership Compact and its Funding and Procurement Code
- ***Undertake, on a regular? annual? basis, the monitoring of a grant or commissioning process to ensure that it complies with the Compact and its Funding and Procurement Code. Delete this bullet point as now a Task and Finish Group***

3. Membership

Membership will be open to:-

- Officers of public sector partners who have influence over their organisation's policy and/or practice of grant giving and support to the VCS
- Individuals from VCS organisations selected/elected for their expertise and particular perspectives using a process agreed and managed by the Worcestershire Infrastructure Consortium (WIC)
- VCS voice/representative from the Worcestershire Partnership Management Group.

4. Support and Coordination

Support and coordination of the group will be provided by the Worcestershire Compact Steering Group (WCSG). The group will be chaired by a member of WCSG.

5. Meetings

Meetings will be held quarterly for the first 12 months followed by a review of progress towards achieving the agreed objectives. Delete and replace with Meetings will be held as determined by the Group; it is envisaged that the work of the group may require c.3 – 5 meetings.

5. Decision Making

The Funding and Procurement Task and Finish Group sits within the governance structures of the Worcestershire Partnership. Like the partnership it has no separate legal identity or any direct control over the policies or practices of partners. Decisions will therefore be based upon the principles of consultation and consensus.

6. Expectations of Members

Members of the group will be expected to:-

- Share the aim and objectives of the group
- Attend meetings of the group on a regular basis
- Assist the group to deliver agreed activity
- Provide information to enable the group to function
- Promote the work of the Funding and Procurement Task and Finish Group within their own organisation/network
- Engage their organisation/network in delivering the work of the group.

7. Resources

The Funding and Procurement Task and Finish Group has no specific or dedicated resources other than those which are contributed to it by the combined efforts of its members working in concert.

9. Accountability, Review and Amendment

The Funding and Procurement Task and Finish Group will be accountable to the Worcestershire Partnership through the Management Group and will report on progress **on an on - going basis to the Management Group** (Delete “on an annual basis” and the following sentence. *“The group will also review its achievements, progress in relation to objectives and terms of reference on an annual basis.”* Members of the group will be accountable back to their respective organisations and networks.

10. Arrangements for Dissolution

Dissolution of the Funding and Procurement Task and Finish Group will be the responsibility of the Worcestershire Partnership Management Group or its successor.