

PROCESS TO REQUEST VOLUNTARY SECTOR REPRESENTATION ON PARTNERSHIP AND PANELS

1.0 Purpose of this document

This paper outlines the process for requesting voluntary sector representatives for partnerships and panels.

2.0 Midlothian Voluntary Sector Forum (VSF)

The VSF offers a chance for voluntary organisations to receive feedback from the Community Planning Partnership, and other Partnerships, and to discuss issues of relevance to the sector such as the Single Midlothian Plan. It also gives an opportunity for organisations to publicise their services and network with other voluntary organisations.

Standing items on each agenda include a report back on community planning meetings which MVA has attended on behalf of the sector.

The VSF (and its sub-groups) are open to all voluntary organisations and community groups based in or working in Midlothian, and is regularly attended by around twenty organisations, with a the minutes received by around fifty people.

3.0 Background

In recent months MVA have had a number of requests to supply voluntary sector representatives for statutory boards. We are also asked from time-to-time to provide representation on temporary panels, such as funding panels.

It is not possible for MVA to represent the voluntary sector in every forum, nor do we have the specialist input that other organisations can bring. However, if other organisations are representing the sector it is important that everyone is clear how representatives are elected, and prospective representatives are clear the responsibilities they have 1) to ensure that important issues are fed back to the wider sector, and, 2) on occasion to solicit the views of the sector on particular issues.

Therefore this procedure was agreed at the Voluntary Sector Forum on 28 August 2014 to communicate how the voluntary sector would like to be represented. It should be used by all statutory organisations requesting voluntary sector representation in Midlothian.

3.0 Procedure

The Voluntary Sector Forum, as the representative body for the sector, will provide the representatives.

The request procedure works as follows:

- Statutory agency requests a voluntary sector representative from the Voluntary Sector Forum, via MVA, using the attached *pro forma*;
- MVA notifies the Voluntary Sector Forum, and other forums if appropriate, usually via e-mail, to request volunteers;
- If more volunteers apply than are required we will ask the volunteers to supply information about their fitness and motivation for the post, and will distribute candidate information to the VSF for an election. This will be on the basis of a straight vote, with one vote per organisation;
- Regardless of whether an election is required or not, we will ask any voluntary sector rep selected in this manner to sign an agreement committing to feedback to the VSF on the discussions at their Panel, with due regard to confidentiality.

4.0 Further Information

Further information on this procedure can be obtained from George Wilson, Manager, or Lesley Kelly, Deputy Manager, at Midlothian Voluntary Action.

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REQUEST FOR VOLUNTARY SECTOR REPRESENTATION

Name of the Panel or Partnership for which you are seeking voluntary sector representation:
Number of representatives required:
Remit of the Panel or Partnership:
Confidentiality arrangements for Panel or Partnership:
Details of current membership of Panel or Partnership:
Time and travel commitments anticipated:
Details of any expenses allowable:
Induction/training offered:
Is a substitute allowed to attend in lieu of rep (we strongly encourage this):
Any particular expertise required by the voluntary sector representative:
Any other relevant information: e.g. contact details if prospective representatives wish to discuss the post