**DRAFT**

**Bassetlaw Community Voices Forum Terms of Reference**

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| 1. **Purpose and Objectives** | This Forum has been established to encourage joint working and sharing of information, with a solution focussed approach.  Attendance at these Forums is open to anyone who represents a community, voluntary or social enterprise group in Bassetlaw District.  The purpose of the Forum is to:   * Network and share news/ information from the sector * Work together * Build contacts * Raise awareness of all groups * Highlight funding and development opportunities * Provide Bassetlaw CVS insights to the Bassetlaw Place Partnership * Provide learning opportunities for members |
| 1. **Facilitation** | Bassetlaw CVS will:   * Act as a focal point and facilitate Forum meetings * Collate and present agenda items received from groups, or seek out informative relevant topics should agenda items not be forthcoming * Support and encourage peer working and collaborative approaches * Enable communication on common topics and funding opportunities * Maintain energy and enthusiasm through shared discussion and action |
| 1. **Membership** | BCVS CEO  BCVS  Alzheimers Society  BPL  The Sleep Charity  Harmless  Bassetlaw CAB  Freed Beeches  Oasis Community Centre  Nottinghamshire Mind  APTCOO  Aurora  Childrens Bereavemet Service  Bassetlaw Action centre  RVS  Jigsaw  The Well  Rhubarb Farm  Autism East Midlands  Change grow Live  The Crossing  Hettys  National Trust  Deaf Society  Carlton in Lindrick Civic Centre  Mencap  Age UK Notts  Nott Energy  Framework  New Roots  Joel The Complete Package  WEA  Insight Healthcare  Hope Services  BCVS  My Sight Notts  You Before Two  MS Society Retford  In Sams Name  Focus on Young People  Dialatrip  Muddy Fork  ABL health  Dukeries memory group  2 Shires Credit Union  Bearded Fisherman  Notts Victim Care  Just Good Friends Club  Notts YMCA  Transforming Notts Together  Womens Aid  Mental Health Association  Rural Community Action  Transform training  Home Instead  N&N ICB Bassetlaw Locality Director  N&N ICB Bassetlaw Place Community Health lead  N&N ICB Bassetlaw Place Programme Director |
| 1. **Chair** | The CEO of BCVS and N&N ICB Community Health lead will jointly chair the meeting. |
| 1. **Frequency of Meetings** | Meetings will be held quarterly |
| 1. **Conduct of Business** | Those joining the Forum will:  • Feed in key issues from communities back to the Forum  • Debate, discuss and come to joint conclusions about issues raised as appropriate |
| 1. **Records of Meetings** | Meetings notes will be recorded by BCVS support team. |
| 1. **Reporting Requirements** | This is a private meeting between partner organisations.  Items may be raised at Bassetlaw Place Partnership for wider support or information. |
| 1. **Review of Terms of Reference** | These terms of reference and any resultant changes to the terms of reference or membership will be approved by the member organisations |

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**Appendix A**

**1. The Seven Principles of Public Life**

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services

**1.1 Selflessness**

Holders of public office should act solely in terms of the public interest

**1.2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**1.3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**1.4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**1.5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**1.6 Honesty**

Holders of public office should be truthful.

**1.7 Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.