Warrington Third Sector Network Hub
Terms of Reference

1. Purpose of the Third Sector Network Hub

- The Third Sector Network Hub provides a conduit between local voluntary and community groups to the service delivery planning structures and strategic boards of Warrington.
- The important contribution the third sector makes to borough wide strategies and local priorities is fully recognised through the Network Hub.
- Representatives of the Network Hub, through their links to the third sector, are well placed to comment on the effectiveness of the nature, time and place of services delivered.

2. Membership of the Hub –see Appendix 1.

The Network Hub is a democratically elected group of individuals nominated to represent the sector.

It is the role of Third Sector organisations to elect individual representatives and not organisations to the Network Hub. Hub members must be either employed or volunteer within the third sector.

3. Meeting Arrangements and Frequency

The Network Hub meets monthly. As appropriate pre-meetings or sub group meetings may also be required to discuss matters of concern to the wider sector.

Meetings will be chaired by the Elected Chair or in the Chair's absence, an appointed Hub member. Formal minutes of proceedings will be taken.

The Chair will converse with any representatives who miss 3 meetings in a row and who fail to send an agreed deputy. The sub-sector may be asked to appoint a replacement.

4. Reporting and Accountability

The Network Hub will decide who will be the representative to Warrington strategic boards. Ideally this will be agreed by consent, but an election may be necessary. Election will be by ballot of those present, at the first meeting following the AGM when received nominations are considered.

The Chair will represent the Hub at the Warrington Partnership and the Health & Wellbeing Board and nominated strategic boards as appropriate The Chair and Hub members will be responsible in electing appropriate representatives to a wide range of strategic boards and forums to represent the sector.

The Chief Officer of the infrastructure support provider, Warrington Voluntary Action (WVA) is 'ex–officio' and is automatically entitled to a place on the Network Hub and the Warrington Partnership.

5. Election Process

The quorum of the Hub will be one third of positions occupied.

All Hub vacancies will be widely advertised across the sector via WVA. It is also the responsibility of Hub members to ensure that vacancy details are disseminated through their own networks as appropriate.

The Chair of the Network Hub is elected by the Hub for a term of 3 years, after 3 years the Chair will be required to stand for re-election.   - See Appendix 2 for chair roles and responsibilities.

If a member leaves during their term, Hub members can co-opt members in for any interim vacancies until the next election. Co-opted members must then follow the procedure set out below.

Those wishing to stand for election to the Network Hub must be proposed and seconded by members of two different third sector organisations operating within the Warrington Borough Council area. In all instances, nominees must complete a nomination form

All forms must be returned by the published deadline. Any forms received after this date will be disqualified. Details of candidates will be circulated to Hub members before the election.

If there is only one nomination for any sub-sector, the election meeting will be asked to confirm by vote that nomination, or state why that person should not be nominated.

If more than one nomination is received for any sub-sector, votes will be counted by a show of voting cards at the election meeting - one vote per third sector organisation attending.

Candidates will be asked to write pen picture in support of their nomination before the election for the vacancy. Any challenges to suitability or concerns raised should be reported to WVA who will inform the Chair before the election process takes place.

Proxy votes will be sent out on request and must be signed and returned by the published deadline. Proxy votes which are incomplete or incorrect in accordance with the procedures will be presented to the Chair as disqualified.

An individual may wish to stand for nomination for 2 or more sub-sectors but if elected will only be able to carry out the role for one of the sub sector leaving the others vacant. Following the elections, successful candidates will be informed in writing.

Following confirmation of the role, a WVA representative will meet with the new member to outline roles, responsibilities and expectations.

Hub members can, identify one named deputy (not necessarily from the same organisation) who will be fully briefed before the meeting and debriefed after the meeting by the main representative and will have equivalent powers of decision-making to the main representative

6. Role and Responsibilities of Network Hub Members

- Be willing and able to represent sub-sector rather than their own organisation
- Regularly attend Hub meetings
- Attend appropriate sub-sector meetings
- Attend annual training days as necessary
- Have a good working knowledge of the third sector in Warrington and be able to identify relevant opportunities for third sector organisations to engage with.
- Act as a representative consultative group on all matters affecting the third sector
- Promote the third sector generally when talking to statutory and other partners
  If any Hub member does not meet the above requirements, they may be subject to a vote of no confidence

WVA will provide the secretariat role for the Hub and all related activities,, Hub communications and wider communication to the third sector and statutory partners. WVA will:

- Be a conduit to channel information and opinion in both directions.
- Co-ordinate information, opinion and data from third sector organisations.
- Disseminate current consultations, strategies and reports that affect the sector.
- Send correspondence to the sector on behalf of the Hub
- Brief Chair in advance of meetings
- Produce and distribute agenda and minutes for Hub meetings
- Take forward issues for action as required
- Follow up action points with relevant members
- Monitor member attendance
- Facilitate the election procedure
- Keep and maintain Hub records
- Record achievements, targets and outcomes

7. Review Arrangements

The remit and operation of the Warrington Network Hub will be reviewed annually and the Terms of Reference revised if appropriate.

Appendix 1

Representative Name	Sub-sector
Stef Woof	WVA – Hub & Partnerships Coordinator
Steve Cullen (CHAIR)	**Advice & Social Policy** Represents organisations which provide information and advice services across Warrington to raise issues affecting their service users.
Janice Hayes	**Arts & Culture** Represents arts and culture groups across Warrington.
Wyn Higham	**Carers** Represents adult and young carers groups that provide services, information and advice across the town.
Dave McNichol	**Children & Families** Represents community and voluntary organisations who provide services, information and advice to children and families across the town.
Derek Jones	**Disability** Represents voluntary and community groups that provide services, information and advice to people with generic disabilities across the town.
Hasan Kazi	**Ethnic Associations** Represents voluntary and community groups that provide services, information and advice to ethnic groups across Warrington.
Vacant	**Faith** Represents all faith groups across Warrington.
Lydia Thompson	**Health & Social Care** Represents organisations which deliver health and social care services across the town.
Matt Davenport	**Housing/Homeless** Represents organisations which provide homelessness services to service users experiencing homelessness in Warrington.
Alison Cullen	**Infrastructure/Volunteering** Represents community and voluntary groups and organisations across Warrington, reporting on funding, training, volunteering and representation.
Mandy Taviner	**Learning Disabilities** Represents organisations which provide services for people

	with learning disabilities across the town.
Michael Sheppard	**Mental Health** Represents community and voluntary groups across Warrington which provide services for people with mental health issues.
Eileen Fitzgerald	**Older People** Represents community and voluntary groups across Warrington which provide services for older people.
Matt Parker	**Recreation & Green Spaces** Represents community and voluntary groups across Warrington which provide recreation and green spaces such as parks, bowling greens, etc., which help to improve the local environment.
James Howes	**Sport** Represents community and voluntary groups across Warrington which provide sport activities such as local football and rugby teams, swimming and rowing clubs, etc.
Dida Goode	**Substance Misuse** Represents community and voluntary groups across Warrington which provide services for service users and families of services users.
Lynne Bennett	**Town Centre** Represents community and voluntary organisations in the town centre and provides updates on developments, consultations, etc. within the town centre.
Paul Storey	**Young People** Represents community and voluntary groups which support young people across the town such as youth clubs, uniformed groups and youth advisory services, etc.

Appendix 2

Role and Responsibilities of the Chair

- Regular attendance at meetings
- Making sure the purpose of the meeting is clear, and that outcomes are achieved
- Making sure the Hub decides its priorities
- Making sure that everyone has the chance to share their views
- Making sure the meeting keeps to time
- Creating an energised and enthusiastic atmosphere, encouraging members to get involved
- Making sure that discussions and actions focus positively on influencing local and national policy
- Acting as a representative voice of the third sector in Warrington
- Representing the Hub at the Local Strategic Partnership and Health and Wellbeing Board and other Strategic Boards and disseminating information between the Hub, the Partnership and the Board
- Representing the Hub at key events
- Have an awareness/understanding of the wide and diverse issues affecting the Third Sector locally and nationally
- The elected chair will be accountable to the Hub and will be required to take lead responsibility for a number of actions on behalf of the Hub, whilst ensuring that agreed protocols are adhered to

Key Qualities and Skills Required

- Experienced in chairing large meetings
- Ability to demonstrate effective partner management and demonstrate effective chairing.
- Confidence in public speaking
- IT skills and presentation skills
- Good negotiating skills and a willingness to be involved with local and national agendas and issues on behalf of the Network Hub
- Excellent interpersonal skills and the ability to communicate effectively
- The ability to absorb complex information and relay this in a logical and understandable way