



REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 24 August 2017

BY: Chief Officer

SUBJECT: Third Sector Membership, Participation and Delegates in East Lothian

1 PURPOSE

- 1.1 To inform the Integration Joint Board (IJB) of the new Third Sector delegate structure facilitated by STRiVE and to seek support for this structure moving forward.

2 RECOMMENDATIONS

- 2.1 The IJB is asked to adopt the Third Sector delegate system with elected Third Sector delegates serving:
- Integration Joint Board
 - The Strategic Planning Group
 - The Planning Groups below that
- 2.2 Strategic Planning Project Teams and further working groups requiring a Third Sector perspective to be serviced by specialist delegates from a delegate pool facilitated by STRiVE.

3 BACKGROUND

- 3.1 STRiVE considered, with the Third Sector in East Lothian and What Works Scotland, how the Sector can best be represented in planning processes and further afield. This resulted in the recommendations included in the report 'Third Sector Participation and Representation in East Lothian'.
- 3.2 It was agreed at the East Lothian Partnership on 28 June 2017 that elected Third Sector representatives will also service the East Lothian Partnership, Safe and Vibrant Communities, Resilient People and Sustainable Economy partnerships as well as the Children's Strategic

Partnership. Where further Third Sector representation is required (specialist working groups for example) this will be provided from a delegate pool facilitated by STRiVE.

- 3.3 It is proposed that this process will be adopted as the mechanism of involving Third Sector organisations where a sectorial view is required in order to ensure accountability to the rest of the sector. Where organisations are invited onto groups for their opinion as individual organisations it will be made clear that they do not represent the wider Third Sector.
- 3.4 This may mean that the Third Sector membership of the Integration Joint Board may change once this system is adopted.
- 3.5 All Third Sector members of the Integration Joint Board will still be bound by the appropriate role definition, standing orders and code of conduct, etc.

4 POLICY IMPLICATIONS

- 4.1 As set out in the attached, 'Third Sector Delegate Handbook'.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – none for the Integration Joint Board.
- 6.2 Personnel – assistance will be needed with induction of new representatives.

7 BACKGROUND PAPERS

- 7.1 Report entitled 'Third Sector Participation and Representation in East Lothian'.

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**Third Sector Delegate Handbook
Integration Joint Board**

East Lothian Delegate System

East Lothian operates a delegate system that represents the Third Sector at all partnerships, groups and meetings where a communal Third Sector view is sought. This system is facilitated by STRiVE as the Third Sector Interface and operates on two levels

1. Elected Delegates

Elected delegates currently represent the Sector within the Health and Social Care Strategic Planning framework at:

- Integration Joint Board
- Strategic Planning Group
- Planning Groups below that

Delegates are elected at the Enterprising Third Sector Conference.

2. Specialist Delegate Pool

STRiVE also maintains a delegate pool that will be called upon to represent the sector as requested within the Strategic Planning Project teams or on short life, one off or specialist groups that fall below the named groups above.

Elections

- Elections are undertaken in a two year cycle
- Voting is open to all organisations registered with STRiVE
- If less than 25% of registered organisations vote the election will be repeated
- Nominees will be ranked by voters. The individual ranked number one will take the post. The individual ranked number two will be the second named delegate where this is required by the group.
- In the event no nominations are received for a position STRiVE will provide a temporary delegate.

Delegate – Role Description

Support Person	STRiVE Policy and Networks Co-ordinator
Role Purpose	To provide a delegate function for the East Lothian Third Sector at assigned groups/forums/partnerships
Specific Tasks	<ul style="list-style-type: none"> - Attend meetings assigned to them on behalf of the Sector. - Actively and appropriately voice the Sectors views and ensure these are minuted - Prepare for meetings, reading the relevant paperwork from community planning and collated sector opinion on relevant issues. - Produce concise, relevant meeting minutes - Inform STRiVE if you unavailable for any meeting - Inform STRiVE if an urgent decision/ sector opinion is required on any given issue. - Attend people/place forums/ the Third Sector Conference to liase with the sector
Skills and Qualities	<p>Strong listening and communication skills</p> <p>Selflessness- delegates have a responsibility to act in the public interest and speak for the Sector. They must not act to benefit themselves, family, friends or the organisation/s they work for.</p> <p>Respect Delegates must act respectfully towards all partners in their assigned meetings</p>

Commitment	<p>Elected delegates occupy their post for 2 years attending all relevant meetings in that period</p> <p>Once in the delegate pool delegates will remain there until they request to be removed. They will be asked to attend appropriate meetings dependant on their availability.</p>
Support and Training	<p>Support and training will be provided by STRiVE. Training will include:</p> <ul style="list-style-type: none">- Community Planning- Integrated Joint Board and supporting structures- Third Sector Interfaces- Delegate Roles <p>Additional training according to needs identified</p> <p>STRiVE will provide support in:</p> <ul style="list-style-type: none">- Assistance in identifying key issues prior to meetings- Collation of Sector views on relevant issues via website, newsletter, hot topic function, forums and conferences.- Substitute at meetings where named delegates are unable to attend- Additional support as needs are identified

Code of Conduct

Respect	Delegates must behave respectfully towards the other members of the groups/meetings and partnerships with whom they work, local people, fellow delegates and members of their associated organisations; treating people equally and with courtesy at all times.
Selflessness	Delegates have a responsibility to represent the views of the sector and must not act in order to gain financial or material benefit for themselves, family members, organisations for which they work or with whom they are associated. Any personal or organisational conflict of interest must be declared both to STRiVE and at any relevant meeting.
Diligence	Delegates will be well prepared and consciences in their role.
Accountability	Delegates are accountable for their decisions and actions to both the public and the Sector

It should be noted that in addition Third Sector members will be subject to and will be expected to observe the code of conduct and standing orders of specific bodies of which they are members.

Problem Solving Policy

If conduct of a delegate falls outside of the agreed Code of Conduct the Policy and Networks Coordinator will discuss this with them and agree an appropriate course of action, identifying future expectations and further actions should these not be met.

Where more serious problems of performance or conduct are alleged or there is no improvement to earlier issues dealt with informally, a review meeting with the Coordinator will take place. The delegate will be advised in advance of the problems that have been raised. If following this review meeting the

allegations are upheld and, depending upon the seriousness of the allegations, the delegate's role may be terminated with immediate effect.

Integration Joint Board

Roles and Remits will be added for Integration Joint Board, Strategic Planning Group, Planning Groups

Third Sector Interfaces

STRiVE is the Third Sector Interface (TSI) for East Lothian. There are 32 TSIs in Scotland with the shared mission of building empowered, resilient communities with a thriving third sector. The TSIs build on a long history of local third sector infrastructure. They have experience of helping communities help themselves through the power of volunteering. They harness the passion of individuals to come together to improve their community. They build social value by developing enterprising agencies whose profit is for the community they seek to serve. They help ensure the voice of the Third Sector is heard and understood in local decisions making and they work without boundaries to broker social capital and bring people together to deliver change.

Like the Third Sector they serve Scotland's TSIs are diverse reflecting local needs, priorities and heritage. They are all tasked with:

- Volunteering Development
- Social Enterprise Development
- Supporting and Developing a strong Third Sector
- Building the Third Sector relationship with Community Planning

20 of them are single agencies and 12 of them are formed of partnerships across bodies historically associated with supporting their local voluntary sector, social enterprises and volunteers. STRiVE is a single agency serving all of the above functions.

TSIs are held to account through a set of common standards, services and outcomes agreed with the Scottish Government and against which they report. From this bedrock they grow a diverse range of services and support that is flexible and focused on local need.

The East Lothian delegate structure has been developed by STRiVE, with the support of What Works Scotland and in consultation with local Third Sector organisations, as part of its remit to support and improve the Third Sector /Community Planning relationship.

