

# Voluntary Sector Rep Agreement and Code of Conduct

## Voluntary Sector Rep on the South Glos Disabled Children's Strategy Steering Group



the care forum

The voluntary sector rep on the **Disabled Children's Strategy Steering Group** is elected by the **South Gloucestershire Children and Young People's Network** which is made up of voluntary and community groups working in **South Gloucestershire** for a term of office of no longer than 3 years. The rep is accountable to this network.

### As Voluntary Sector Rep you agree to:

- Attend an initial induction session, a refresher session if re-elected and a review session at the end of your term of office.
- Regularly attend relevant meetings run by The Care Forum so that you can listen to and consult with the voluntary sector and keep up to date with key issues and concerns.
- Regularly attend meetings of the **Disabled Children's Strategy Group** and raise voluntary sector issues and concerns. Meetings are held quarterly.
- Represent the views of the voluntary sector and community sector at the **Disabled Children's Strategy Group** meetings and not lobby for your own organisation.
- Tell the **South Gloucestershire CYP Network** and The Care Forum what has been happening at the **Disabled Children's Strategy Group**. Reps are expected and required to submit regular reports about what is happening at the **Disabled Children's Strategy Group** at network meetings or in writing.
- Provide meeting dates and main agenda topics for the **Disabled Children's Strategy Group** to The Care Forum before the meeting so that Network members can give their views before the meeting.
- Send apologies if you cannot make a meeting and inform The Care Forum voluntary sector coordinator so that a substitute may be sent.
- A rep who regularly fails to attend **Disabled Children's Strategy Group** meetings or report to the sector may be deselected.
- Work within an anti discriminatory framework and equal opportunities perspective.
- Declare all voluntary sector interests and any professional or public interests (e.g. if you are a local authority councillor) on an annual register of interests.
- Be bound by The Care Forum's disciplinary code.

### The Care Forum agrees to:

- Meet the rep for an initial induction session and provide ongoing support as necessary
- Arrange for an initial meeting between the rep and the chair of the group
- Provide a voluntary sector reps induction pack
- Offer training for reps (where resources permit)
- Gather and distribute information provided by reps through its information systems to the wider voluntary sector
- Provide reps with relevant network meeting notes
- Help reps to monitor the difference they make to the work of the group
- Provide a review session at the end of the rep's term of office.

Signed by (your name) .....

Name of organisation .....

Telephone number .....

Email .....

Date .....

**This section to be completed by The Care Forum**

Signed by Lucy Rowe on behalf of The Care Forum .....

Term of office ends Dec 2012 .....