

Reference Group Membership - VACANCIES

Purpose: Recruitment of ICS VCFSE Collaborative Reference Group Members

Introduction and Background

Coventry and Warwickshire VCFSE Collaborative Reference Group was established in April 2024. Since this time, existing leaders engaging with the Integrated Care System have been working with Warwickshire Community and Voluntary Action and Voluntary Action Coventry to develop a Collaborative that enables the VCFSE sector to engage with health and social care priorities.

A vital part of this development includes representation of the sector to the Reference Group.

The role of the Reference Group is to offer support, guidance, advice and leadership to the collaborative, ensuring frameworks and processes for the sector are in place that enable involvement and engagement with the priorities of the ICS.

The Reference Group will define, agree and monitor the governance, processes, including but limited to representation, actions, impact, outcomes and key performance indicators, as appropriate.

Next Steps

The current Reference Group have identified a range of 'vacancies' and are seeking Expressions of Interest from leaders across the sector who feel they can bring the skills, experience and knowledge to the group. Whilst the Reference Group completely understand that no, one, community or group works in isolation and may cover a wider range of health and social care interests, it seeks expressions of interest from leaders with specific and strong, current knowledge and experience of/within the following mission/communities:

- Active and Healthy lifestyles
- Children & Young People
- Culture and Inclusion
- Families
- LGBTQ+
- Long Term Health Conditions (0-18/25)
- Long Term Health Conditions (adults)
- Multiple Disadvantage
- Palliative & end of Life (Adults)
- Palliative & end of life care (0-18/25)
- The Arts

Interested individuals should complete the Expression of Interest (EOI) Form and send to vcfsecollaborative@wcava.org.uk

Closing Date: Friday 9th May 2025.

Role of Reference Group Member

See Separate document: Reference Group Member Role Description Apr 25

Criteria and Selection Process for Identifying Reference Group Members

Reference Group members attend and conduct activities of the group in their capacity as representatives for the VCFSE sector and not as representatives of their own organisation. However, it is recognised that each representative will have sector specific knowledge, part of which will be linked to their role in said organisations.

Membership will be regularly reviewed with an aim to facilitate an equitable, fair, and effective Collaborative which represents the whole sector.

NB: The Reference Group members will not have any decision-making powers in relation to funding and which groups receive it.

The VCFSE Reference Group aims to balance broad sector representation with the priorities of CORE20PLUS5, as outlined by the Coventry & Warwickshire ICB, while maintaining a focused and effective group.

Expected Commitment of Reference Group Members	Benefits of being a Reference Group Member
<ul style="list-style-type: none"> • Represent the consistent voice of the sector (not own organisation) at system meetings and forums • Ensure regular attendance at each meeting and forum • Ensure attendance is meaningful and active, including preparation, such as reading papers circulated for the meeting • Provide summary reports and updates to the Reference Group • Proactive involvement with Collaborative activities and evolving project groups 	<ul style="list-style-type: none"> • Peer support from other members and leaders • Learning and development opportunities • Support from Programme Manager • Opportunity to represent the voice of our communities directly • Recompense for attendance and active participation in meetings and forums

Criteria for Reference Group Selection

- Meet the requirements and Behaviours as set out in the VCFSE Reference Group Member Role Description
- Be able to commit to the Purpose, Principles and Behaviours of the Collaborative
- Be part of an organisation currently delivering a service or services that aligns to the priorities/seat community/condition

Expression of Interest Selection

Interested individuals should complete the Expression of Interest (EOI) Form and send to vcfsecollaborative@wcava.org.uk

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NB: You are welcome to express an interest in more than one community/condition (seats). This can be included in one Expression of Interest Form.

Where more than one EOI is received for one community/condition:

- A small task and finish group will be formed to oversee EOI's to ensure they meet the criterion
- Priority will be given to individuals who have relevant infrastructure experience and expertise or functioning at a strategic level within a specified area of interest (geographical, theme, community, health pathway).

If the previous step does not identify one obvious representative, it may be necessary to take to a voting process via the Portal or Assembly.

Individuals will be invited to give an overview of their voice and experience to the task and finish group. If criteria have been met, this person will be invited to join the reference Group.

Please do get in touch if you have any queries regarding the form.