

**Agenda Item:  
One Nottingham Board**

**Title of Paper: One Nottingham Governance Amendments and VCS Representation**

**Date: 9<sup>th</sup> March 2018**

**1. Purpose**

1.1 This paper asks the Board to approve updated Terms of Reference for One Nottingham and note the progress on recruiting VCS representatives to the ON Board. It also proposes a process for appointing BME and Faith representatives to the Board.

**2. Recommendations**

2.1 The ON Board is asked to:

- i. Approve the revised Terms of Reference for One Nottingham
- ii. Note the intention to add a section on General Data Protection Regulations, when guidance becomes available.
- iii. Subject to 2.1, note the intention to move to a programme of quarterly Board meetings, from autumn 2018.
- iv. Subject to 2.1, note the intention to consult with ONCOG about the frequency and focus of their meetings.
- v. Note the update on the appointment of VCS representatives to the ON Board and agree the proposals for the recruitment of BME and Faith representatives.

**3. Background**

3.1 A review of the Governance documents for One Nottingham last took place in September 2016, following an in-depth review of the partnership and it was agreed to update them early in 2018 to reflect changes in membership.

3.2 Since then recommendations from the City Council health check and partnership audit report have been received, the response to which was agreed at the January One Nottingham Board meeting. The January Board agreed to accept a report to the Board in March with the proposed revised Terms of Reference.

3.3 Board Members are also aware of the ongoing work of One Nottingham to develop a VCS Strategic Reference Group for the city, and progress on this. The revised Terms of Reference also amend the membership of the Board to reflect this progress.

**4. Revised Terms of Reference**

4.1 A revised draft Terms of Reference is included as appendix a. showing tracked changes. The significant changes to the Terms of Reference are:

- i. The introduction of a Complaints Procedure.

4.2	<ul style="list-style-type: none"> <li>ii. Membership of Board – changes to reflect the Leader of the Council standing down from the Board and appointing a nominated representative, VCS representation, and the number of youth representatives.</li> <li>iii. The addition of a future review date for the Terms of Reference of March 2020.</li> <li>iv. The frequency of meetings amended to at least 3 per year for the Board and ONCOG in reality it is proposed for the Board to move to a programme of quarterly meetings, from autumn 2018.</li> <li>v. The intention to include a statement on GDPR, following the receipt of guidance.</li> </ul> <p>Board members are requested to approve the changes to the Terms of Reference outlined above.</p>
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<b>5. ON Board Representation from the VCS</b>	
5.1	<p>At the January Board meeting, members agreed the process and timescales to appoint representatives from the VCS to the board.</p>
5.2	<p><b>Representative from the VCS Strategic Reference Group</b>  The VCS SRG agreed at its meeting in February to a process to nominate a representative to the Board. This process will now take place and it is intended that a representative be appointed at the April meeting, in time to be in place for the May Board meeting.</p>
5.3	<p><b>Representatives from the Wider, General VCS</b>  January Board agreed the proposals for the appointment of a representative from the general, wider VCS. Arrangements to appoint this representative to the board are progressing and a detailed timeline is being developed. Support will be required from current Board members to interview shortlisted applicants.</p>
5.4	<p><b>Representatives from the BME and Faith Sectors</b>  It is proposed to use a similar process to appoint representatives to the Board from the BME and Faith sectors. This would involve:</p> <ul style="list-style-type: none"> <li>i. Advertising the opportunity across relevant networks in the city.</li> <li>ii. A Nomination Pack will be produced, including a description and the requirements of the role, the benefits and opportunities, information on the One Nottingham Board and the appointment process.</li> <li>iii. Individuals will be required to submit an application and a personal statement addressing how they meet the requirements of the position. Other proposed criteria include that applicants will need to be nominated by two individuals, from two different VCS groups.</li> <li>iv. It is proposed, to interview shortlisted applicants through a panel made up of a minimum of 3 ON Board members (including the Director of One Nottingham).</li> </ul>

5.5	<p>v. Subject to the agreement of this report, a detailed timeline will be produced. It is proposed that:</p> <ul style="list-style-type: none"><li>- Following advertising, the opportunity will be open for nominations for a month.</li><li>- Shortlisting of applications and interviews will then take place.</li><li>- Appointment of representative and handover to follow.</li></ul> <p>Board members are requested to agree the proposals for the appointment of BME and Faith representative outlined above.</p>
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<b>6. Contact Details</b>	
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