

Oxfordshire Stronger Communities Alliance – Terms of Reference

The context in which local partnerships operate has changed significantly since the election of the coalition government in May 2010. In addition, the role of voluntary organisations in developing Big Society and in delivering public services has made the need for stronger and closer working between statutory organisations and the sector more significant. From July 2011 the Oxfordshire Stronger Communities Alliance (OSCA) will operate a new structure aimed at strengthening its overall purpose which is:

‘to help build and maintain stronger communities and a thriving voluntary, community and faith sector in Oxfordshire.’

The new Oxfordshire Stronger Communities Alliance structure comprises two strands for governing its business:

- **OSCA Full Council** which provides a broad forum for debating priorities and providing a joint voice for enabling effective lobbying on key issues affecting the voluntary, community and faith sector in Oxfordshire. This group will meet twice a year and include the OSCA Cabinet.
- **OSCA Cabinet** which takes a strategic overview of issues affecting the public, voluntary, community & faith sector and drives collaboration in shaping the policies and strategies of both. This group will meet 8 times a year.

Both strands share the following **principles of** encouraging:

- Open and two way dialogue to identify and problem solve issues affecting the delivery of public and voluntary sector services and opportunities for social action.
- Constructive dialogue and challenge in assessing the potential for improved ways of working.
- The sharing of information and knowledge to identify and promote appropriate collaborative working.
- Trust in organisations to tackle issues or define appropriate solutions either alone or in partnership.

The work of OSCA is supported by a delivery plan which identifies and drives forward key medium term countywide and strategic priorities. The plan will set out the priorities, outcomes required, lead agencies and delivery dates. It will include activities being delivered through OSCA's Full Council and the Cabinet. It will be shaped by the Cabinet and reviewed in collaboration with OSCA Full Council at its bi-annual meetings. The County Council will carry out the day to day support for this process.

Detailed terms of reference for OSCA Full Council and Cabinet are attached.

**OSCA Cabinet Terms of Reference
(Voluntary, Community & Faith Sector)**

Purpose:

The group takes a strategic overview of issues affecting the public, voluntary, community & faith sector and drives collaboration in shaping the policies and strategies of both. The group will champion the Oxfordshire Compact and the work of Full Council as the accountable body.

Shared Principles:

The group will adopt the principles of encouraging:

- Open and two way dialogue to identify and problem solve issues affecting the delivery of public and voluntary sector services and opportunities for social action.
- Constructive dialogue and challenge in assessing the potential for improved ways of working.
- The sharing of information and knowledge to identify and promote appropriate collaborative working.
- Trust in organisations to tackle issues or define appropriate solutions either alone or in partnership.

Roles and responsibilities:

Chairmanship

The Chairman of OSCA and the County Council Cabinet Member for Police and Policy Co-ordination will co-chair the group and take responsibility for alternate meetings.

Delivery Plan

The group will have a Cabinet/Action Group role and be supported by a forward plan which identifies and drives forward key medium term countywide and strategic priorities. The plan will set out the priorities, outcomes required, lead agencies and delivery dates. It will be shaped and reviewed in collaboration with OSCA Full Council at its bi-annual meetings. The County Council will carry out the day to day support for this process.

Day to day business

- There will be a total of 10 OSCA meetings a year:
- Cabinet meetings will be held 8 times a year which will be administered by the County Council
- OSCA Cabinet members will attend 2 OSCA Full Council meetings a year.
- The Council will work with the OSCA Cabinet co-chairs to plan agendas, collate reports and monitor progress from each meeting.
- The OSCA Cabinet Forward Plan, agendas and minutes will be shared with OSCA Full Council members

OSCA Cabinet & Full Council Terms of Reference Sept 2011

Linkages:

- Liaison with strategic groups and partnerships on relevant and significant cross-cutting and countywide issues and priorities, for example the Oxfordshire Chief Executive's Group, the Oxfordshire Partnership annual meeting and other partnership groupings.
- Close liaison and collaboration with the OSCA Full Council in order to tackle key/strategic issues and identify emerging issues.
- Responding to priorities identified in the Oxfordshire 2030 refresh.

Membership:

Membership is expected to be at Chief Executive, Chairman, Cabinet Member, Director level, or equivalent, with support from relevant senior officers as appropriate. This creates a distinction between the membership of OSCA Full Council and will ensure a focus on strategic engagement and high level decision-making.

The following are expected to attend on a regular basis:

Voluntary and Community Sector:

- Oxfordshire Community Foundation –Jayne Woodley
- Oxfordshire Community and Voluntary Action – Alison Baxter
- Oxfordshire Rural Community Council – Linda Watson
- Oxfordshire Stronger Communities Alliance(OSCA)- Rev'd Colin Fletcher

Faith Sector

- Oxfordshire Council of Faiths –Bede Gerrard
- Informal Body of Church Leaders and Churches Together in Oxfordshire – Rev'd Colin Fletcher

Town and Parish Councils:

- Oxfordshire Association of Local Councils – Christine Lalley

District Representation:

- The district council's are collectively represented by the Partnership Development Manager– Val Johnson who provides the link with the Oxfordshire Chief Executive's Group

Oxfordshire County Council representation

- Cabinet Member for Police and Policy Co-ordination – Cllr Kieron Mallon
- Assistant Chief Executive – Sue Scane
- Corporate Policy Manager – Maggie Scott
- Senior Policy and Performance Officer – Claire Moore

Health TBC

Thames Valley Police TBC

Contact officer: Claire Moore: Senior Policy and Performance Officer 01865 323966

OSCA Full Council Terms of Reference (Voluntary, Community & Faith Sector)

Purpose: The group provides a forum for reviewing strategic issues and providing a joint voice for enabling effective lobbying on key issues affecting the voluntary, community and faith sector in Oxfordshire. This group will meet twice a year and include the OSCA Cabinet

Shared Principles:

- Open and two way dialogue to identify and problem solve issues affecting the delivery of public and voluntary sector services and opportunities for social action.
- Constructive dialogue and challenge in assessing the potential for improved ways of working.
- The sharing of information and knowledge to identify and promote appropriate collaborative working.
- Trust in organisations to tackle issues or define appropriate solutions either alone or in partnership.

Roles and responsibilities

The overriding responsibility of OSCA Full Council members is to the whole community of Oxfordshire, but they have a special responsibility for representing the views of their members, networks and 'communities'¹ in:

- Providing a forum for debating and identifying issues and priorities for the OSCA Delivery Plan and reviewing progress.
- Being the accountable body for the Oxfordshire Compact
- Supporting members and local organizations to achieve Compact compliance
- Acting as a sounding board for issues raised through the annual district VCFS forums and the County Conference
- Providing a point of contact for consultation on VCS issues and policy
- Endorsing funding bids on behalf of the Alliance
- Considering plans and strategies which help build and maintain stronger communities and a thriving voluntary, community and faith sector in Oxfordshire
- Appointing working groups to undertake specific tasks identified through the Delivery Plan
- Electing the OSCA Chairman

Delivery Plan

OSCA will be supported by a forward plan which identifies and drives forward key medium term countywide and strategic priorities. The plan will set out the priorities, outcomes required, lead agencies and delivery dates and will include items for delivery by the Cabinet and Full Council. It will be shaped and reviewed in collaboration with OSCA Full Council at its bi-annual

¹ Communities of place and of interest

OSCA Cabinet & Full Council Terms of Reference Sept 2011 meetings. The County Council will carry out the day to day support for this process.

Membership of OSCA

Membership is welcomed from all levels within the following organisations and this might include Chief Executives, Cllrs, senior/project officers, or sector specialists:

- Voluntary and community sector organizations and social enterprises providing generic and specialist support services
- Voluntary, community and faith sector representatives elected to other partnerships
- Local authorities;
- Health
- Other statutory or voluntary organizations invited by the Alliance
- Members of the OSCA Cabinet * in attached membership

This creates a distinction between the membership of OSCA Full Council and the OSCA Cabinet

Current membership of OSCA Full Council attached.

Chairmanship

The Chairman of OSCA is elected on an annual basis and will co-chair the OSCA Cabinet Group with the County Council Cabinet Member for Police and Policy Co-ordination

Day to day business

- There will be a total of 10 OSCA meetings a year:
- OSCA Full Council will meet twice per year and include the OSCA Cabinet members. These meetings will be administered by the County Council
- The OSCA Cabinet will be held 8 times a year
- The Council will work with the OSCA Chairman to plan the Full Council meetings
- The OSCA Cabinet Forward Plan, agendas and minutes will be shared with OSCA Full Council members by the County Council.

Linkages:

- Liaison with groups and partnerships on relevant and significant cross-cutting and countywide issues and priorities, for example thematic partnerships, Oxfordshire Partnership Stakeholder Forum
- Close liaison and collaboration with the OSCA Cabinet in order to tackle key/strategic issues and identify emerging issues.
- District and County Forums

OSCA Cabinet & Full Council Terms of Reference Sept 2011

OSCA Full Council Membership

Organisation	Lead Person
Oxford Anglican Diocese	Rt Revd Colin Fletcher, Bishop of Dorchester (Chairman)*
OCVA	Alison Baxter * Kate Hill
Cherwell District Council	Helen Town
Representation for the district councils	Elected Member Vacancy Val Johnson (Partnership Management) *
Oxfordshire County Council Cabinet Member for Policy Co-ordination and Policing	Cllr Kieron Mallon *
Volunteer Link-Up	Pat Chirgwin
Oxfordshire County Council	Claire Moore * Maggie Scott* Guy Swindle*
Oxfordshire Districts Representation	Val Johnson *
Cherwell CVS	Jim Flux
Churches Together in Oxfordshire	Bede Gerrard *
Oxfordshire PCT	Maggie Dent TBC*
Oxford City Council	Angela Cristofoli
West Oxfordshire District Council	Dene Robson
Oxfordshire Children's and Voluntary Youth Services	Anna Day
Oxfordshire Rural Community Council	Meryl Smith Linda Watson *
Oxfordshire Equality and Human Rights Council	Patrick Tolani
Oxfordshire Community Foundation	Jayne Woodley *
Vale of White Horse District Council and South Oxfordshire District Council	Jayne Bolton
Thames Valley Police	Dick Meadows TBC*
Oxfordshire Association of Local Councils	Catherine Hitchens Christine Lalley *
The British Army	TBC
Co-operative Futures	Jo White

*denotes OSCA Cabinet

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