

## APPENDIX L - TERMS OF REFERENCE: VOLUNTEERING ACTION GROUP

Headings		Terms	
1	Purpose	The group's purpose is to provide the volunteer perspective on volunteering and the development and implementation of the Volunteer Framework. It will also provide peer support & focus on embedding the volunteer culture in line with the Strategic Framework 2024.	
2	Accountability	The Volunteer Action Group is a non-executive group and has no executive powers, other than those specifically delegated in these terms of reference	
3	Reporting	The group shall report to the Wider Stakeholder Group on how it discharges its responsibilities and draw to the attention any issues that require action on a quarterly basis	
4	Principles	Each member agrees to work co-operatively to achieve the objectives of Wirral Evolutions Ltd adopting the following principles: <ul style="list-style-type: none"> <li>✚ Be collective advocates for people we support</li> <li>✚ Foster openness and productive debates amongst members</li> <li>✚ Apply independent thinking and objectivity</li> <li>✚ Promote continuous improvement and celebrate achievements</li> <li>✚ Embrace the values of inclusion and equality</li> <li>✚ Uphold the code of conduct principles</li> <li>✚ Advocate good practice in relation to safeguarding standards</li> <li>✚ Adopt an outcome focused approach allowing for local flexibility and innovation</li> <li>✚ Recognise that groups will be at different stages of development</li> </ul>	
5	Roles and responsibilities	<ul style="list-style-type: none"> <li>✚ To review the Volunteer Framework on an annual basis making recommendations for improvement.</li> <li>✚ To embed a culture of volunteering</li> <li>✚ For Wirral Evolutions Ltd to share information about organisational proposals and plans</li> <li>✚ To work with Wirral Evolutions Ltd to identify areas of concern and opportunities, with a focus on continual improvement.</li> </ul>	✚
6	Membership, Recruitment and Selection	<ul style="list-style-type: none"> <li>✚ A member of the Executive Team will form part of the membership of the Group</li> <li>✚ Representative membership will be from each of the services</li> </ul>	✚
7	Remuneration of membership	<ul style="list-style-type: none"> <li>✚ Travel and other reasonable expenses can be reimbursed in accordance with Wirral Evolutions expenses policy</li> </ul>	✚
8	Conflict of interest and confidentiality	<ul style="list-style-type: none"> <li>✚ All representatives to adhere to the Company's conflict of interest policy and process</li> <li>✚ Representatives are expected to respect confidentiality of specific topics discussed at the meeting as requested by other members, Wirral Evolutions Ltd, or guest speakers</li> <li>✚ Documents circulated, and the notes from the meetings, can be shared externally unless expressly stated as confidential or in draft form</li> <li>✚ The group is not a mechanism to raise or deal with individual complaints; these should be directed through appropriate channels in the usual manner</li> </ul>	✚
9	Administration and reporting arrangements	<ul style="list-style-type: none"> <li>✚ The Group will meet quarterly at a suitable location determined by the Chair</li> <li>✚ Agendas prepared and distributed by Business Support one-week prior to the meeting</li> <li>✚ Action notes prepared and distributed by Business Support, two weeks post the meeting</li> <li>✚ The Terms of Reference will be reviewed annually by the Group</li> </ul>	✚