

NORTHAMPTONSHIRE THIRD SECTOR

Procedure for appointing representatives onto other bodies

1. Aims

The aims of this procedure are to:

- allow the opportunity for any person, nominated by a Third sector organisation, to be able to apply to represent the sector on another body.
- ensure the selection is fair and transparent.
- ensure that the person(s) appointed match the agreed requirements of the representational role.

2. General Requirements

- 2.1 As it will not be practical for the person appointed to be given a mandate for every decision from the sector, he / she should be considered as an advocate of the sector rather than as a formal representative. However for significant matters requiring a decision, he / she should endeavour to obtain a sector view through the Third Sector Countywide Forum and act accordingly. For a major issue, the Countywide Forum may refer the matter to the Partnership Standing Conference for decision
- 2.2 Anyone appointed should consider himself / herself as representing the sector as a whole, or the particular sub-sector defined in the role, and not his / her own organisation or its special interest(s).
- 2.3 It is essential that anyone appointed to represent the sector:
- attends the set meetings of that other body,
 - reports back to the sector through the Countywide Forum, LAA Implementation Task Group, if applicable, and, if appropriate, at Third Sector Partnership Standing Conference or other meetings,
 - informs Third Sector members at appropriate other meetings that he / she attends,
 - listens to sector views and expresses those views when representing the sector.
- 2.4 This procedure applies to representation from the Countywide Forum for the County as a whole or significant part thereof. Representation at individual Borough / District level will be managed by the local VCS / Third Sector Forum, unless other arrangements are agreed.
- 2.5 Appointments will normally be for 4 calendar years from 1 April but are subject to a performance review annually. Where there is more than one appointee on a body, appointments will usually be phased.

- 2.6 For appointments to bodies where their rules require them to make their own appointments, the number of candidates selected will be no more than required by that other body i.e. leaving no selection, other than rejection of the appointee, by that other body.

3. Bodies Requiring Sector Representatives

- 3.1 The need for sector representation on a body can either be at the request of that body and then agreed by the Countywide Forum, on behalf of the sector, or at the request of the sector, through the Countywide Forum, and accepted by that body. If there is a need for a particular sub-sector to be represented, this should be agreed at the time.
- 3.2 The Countywide Forum, in consultation with that body, will draw up a Role & Person Specification. The Role Description will include:
- meeting frequency, pattern, timing and expected duration.
 - usual location(s) of the meetings
 - particular sectorial requirements, if any.
 - support arrangements
 - position on out of pocket expenses, etc. and back-fill, if appropriate.
 - the duration of the appointment
- 3.3 A list of such appointments, as currently known and envisaged, is appended to this procedure – Appendix 1. The will usually only be for post at Board level. Other representation will be made by the Infrastructure Consortium.

4. Planned Appointments / Nominations

- 4.1 Details of planned appointments will be circulated to all Sector member organisations at the start of October each year. This circulation will include information on where the Role Descriptions, Person Specifications and Nomination forms can be obtained. These documents will be available from the Forum's secretariat.
- 4.2 Nominations will be sought from amongst those involved with Third Sector member organisations. The nomination must be made on the prescribed form (Appendix 2). It will include a confirmation of willingness and capability of the person to serve in the role. The nomination will be by one member organisation and be seconded by another member organisation.
- 4.3 Nominations will close on 31 October each year, unless specified otherwise.

5. Selection of Appointees

- 5.1 To ensure that representatives are appropriate, worthy and match the needs of the body on which he / she will sit, a selection panel will be formed even if the number of nominations only matches the number of appointee(s) required for that role.

- 5.2 The selection panel will be appointed by the directly elected members of the Countywide Forum excluding those nominated or closely linked to a nominee. Should the number on the panel drop below 4 for the above or because of availability, the panel will invite another elected member(s) from amongst the local Forum members to join the panel. The panel will elect a chair. The panel may ask someone nominated by the other body, to whom the advocate is to be appointed, to attend as an advisor. Should the appointment be for part of the County, an advisor with knowledge of that part of the County may be asked attend.
- 5.3 The panel will make the selection based on the Role Description & Person Specification requirements. This process may include one or all of the following:
- an interview of the nominee(s)
 - soundings from the sector
 - references
 - advice from the other body on which the person is to serve
 - test(s) to assess the capability of the nominee (rarely used).
- 5.4 Notes on the selection process made by the panel will be kept. They will be handed to the Chair at the end of the process and he / she will retain for 1 year in case of dispute. Such notes will be considered confidential. When a candidate is not selected, the panel will agree and record the reason for the decision, which will be available to that candidate should he / she ask for that record.
- 5.5 The selection process should normally be completed by the end of November.
- 5.6 The successful candidate and any unsuccessful ones will be notified by the selection panel Chair as soon as practical after the decision is made. Should any unsuccessful candidate so wish, he / she will be given the reason for that decision.
- 5.7 Should there be no nominations or insufficient successful candidates, the Countywide Forum will approach members of Third sector, including members of the Countywide Forum, to fill the role and appoint a suitable person. However, it is better to leave a post unfilled than filled, even temporarily, with an unsuitable person.

6. Appointees

- 6.1 The Countrywide Forum is responsible for ensuring that all appointees receive relevant training. This training will be supported by the body onto which the appointments are made.
- 6.2 The Appointees will report back to the sector as in 2.3. In addition to the Forum secretariat collecting supporting appointees, the Countywide Forum will appoint one of its members to liaise with the appointee, acting as a contact and thus assisting the report back process. This reporting will include information on meeting attendance at and minutes of meetings.

- 6.3 Should an appointee be unable to attend a meeting of the other body and a deputy is allowed and beneficial to the sector, a deputy will be sought by the appointee with help from the contact on the Countywide Forum.

7. Annual Review

- 7.1 The Countywide Forum will continually review the performance of appointees particularly in respect of the requirements in 2.2 & 2.3 above and formally record this annually by the end of September.
- 7.2 Should any appointee not be performing to the satisfaction of the Countywide Forum, that appointee's contact will speak to him / her in an endeavour to bring the performance back to the required level. Should performance still be an issue, the appointee will be given the opportunity of explaining the reasons to the Countywide Forum before any formal action is taken.
- 7.3 Should the Countywide Forum consider any appointee's performance is not at the required level and not likely to reach it, the appointment will be terminated and new nominations for that appointment sought as above.

8. Unplanned Appointments

- 8.1 Should the need for the appointment occur at a time in the year away from the usual appointment time, a temporary appointment, until the end of the calendar year, will be made, if a suitable and willing person can be identified. Wherever possible, that person should be willing to be nominated for that role in the following autumn. Such appointments will be made by the Countywide Forum.

9. Temporary Arrangements

- 9.1 As the Countywide Forum is not yet operational and until it is, the Infrastructure Consortium (NIC) will appoint a form panel of between 5 and 7 members. Each of the local fora will be asked to nominate one member of the panel, preferably from amongst their elected members. Should less than 5 do so, NIC will appoint up to a total of 5 panel members. This panel will carry out the task of making appointments on all occasions that appointments are required. If any member is nominated for a role, a deputy will be arranged by other members of the panel from the sector.
- 9.2 The NIC will manage unplanned appointments until the Countywide Forum is operational.
- 9.3 In 2009 only, an extra earlier round of appointments may be necessary. If so, those so appointed will have a term to bring the re-appointment to the usual time of the year.

/hf representational procedure

Approved at conference on 25.02.09 – no comments received by 31.03.09

**Procedure for appointing representatives from the Forum onto
other bodies
Appendix 1**

List of appointments to other bodies covered by this procedure

Body	No	Phasing	Parts of sector / Notes
Northamptonshire County Council's Community Funding Advisory Panel	4	1 per year over 4 years	Yet to be finalised
Northamptonshire Partnership Boards, etc.	tba		Yet to be finalised

**Procedure for appointing representatives from the County Third Sector onto
other bodies
Appendix 2**

Nomination Form

Role:

Candidate:

**Involvement in Third / Voluntary & Community Sector and positions held in
Organisations:**

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I have read the Role Description & Person Specification and the Procedure for appointing representatives. I believe that I am a suitable candidate and can act as a Sector Advocate in this role fulfilling the requirements stated in the procedure for the length of the appointment.

Signed: **Date:** .../.../.....

Nominated by (Name / signature):

Organisation & position held:

Seconded by (Name / signature):

Organisation & position held:

(Must be a different organisation than that of the nominator)

Position in above mentioned organisation:

Statement by the candidate on reasons for selection to the role, include relevant participation in relevant organisations / fora and experience:

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Contact details for nominee:

Home Address:.....

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Telephone number(s):

E Mail: