

REBALANCING THE RELATIONSHIP

ADVISORY GROUP

March 2019

Draft Terms of Reference

It is envisaged that the project will be supported by an Advisory Group, the role and operation of which are set out as follows.

Purpose

The purpose of the Advisory Group is to support and inform the work and decision making of the Steering Group.

The Advisory Group will be asked for input on any key decisions made by the Steering Group with regards to the process of the project, the development of new priority areas, the recommended actions or interventions to be taken.

The Advisory Group will also act as the first 'sounding board' for the recommendations developed by the Steering Group.

Membership and selection

The Advisory Group will be made up of a wide range of organisations and individuals with experience and expertise in public services and contracting.

The Advisory Group will consist of no more than 20 members.

Membership of the Advisory Group will reflect both practical experience and policy/legal expertise. It is envisaged that the following views will be represented on the Advisory Group:

- Small voluntary organisations
- Large charity sector providers
- Charity umbrella bodies
- Local infrastructure
- Contracting, commissioning and legal experts
- 'Systems change' experts
- Consortia

We welcome recommendations and expressions of interest from individuals and organisations who would like to be part of this group.

NCVO, ACEVO and Lloyds Bank Foundation will make joint decisions as to the members of the group. When considering who to select, we will endeavour to ensure the group is balanced.



Members of the Advisory Group will be selected to enable a diversity of people to engage in the project, taking into account individuals' identities, backgrounds and experiences.

Responsibilities

Individual Advisory Group members will be asked to:

- Advise on the general strategy of the project in order for it to achieve its overall objectives; acting as a critical friend in relation to the overall shape, direction and policy relevance of the project;
- Comment and feedback on the project research and the Steering Group's policy recommendations;
- Advise on publications and other outputs;
- Act as ambassadors of the project, helping raise awareness of its aims and activities, and ultimately of the key findings and recommendations.
- Support the project in its impact generating activities, offering advice on the development of communications plans, supporting the Steering Group in the dissemination of the outputs to key audiences;
- Take part in the Advisory Group engagement (conference calls, skype meetings, email communication).

Working arrangements

Engagement of the Advisory Group will happen in a variety of ways, mainly through alternatives to face-to-face meetings such as skype and conference calls.

If required, there is also scope for the Advisory Group to have a number of face-to-face meetings.

Governance

The Advisory Group will receive secretariat support from NCVO staff, sourced from the Policy and Public Services team.

In the event of face-to-face meetings, funding will be made available to support the involvement of Advisory Group members, especially those representing organisations on a lower income.