



## Terms of Reference

### Volunteering at the heart of the system - Task and Finish Group

1	<p><b>Purpose of the Group</b></p> <p>To focus on volunteering practices, principles and experience across the Humber and North Yorkshire health and care system, with a view to enabling greater management and valuing of volunteers.</p> <p>The task and finish group is designed to understand the landscape of volunteering across all parts of the health and care system, identifying good practice and areas for development and creating a long term plan for volunteering across the system. This</p> <p>The task and finish group forms part of the Humber and North Yorkshire (HNY) Workforce Board’s ‘180 days of action’ therefore is intended to initial be a short term piece of work with any longer term plans to be agreed with the Board.</p>
2	<p><b>Role and responsibilities of the Group</b></p> <ul style="list-style-type: none"> <li>• To understand current practice across the system for recruitment, deployment and retention of volunteers</li> <li>• To identify and share best practice around volunteering and effective management of volunteers</li> <li>• To scope the experiences of volunteers that are working in parts of our system, to understand their needs and whether they are being met</li> <li>• To enable volunteers to be aware of and take up a variety of volunteer opportunities and break down barriers that curtail this</li> <li>• To connect partners from across the system to support and develop volunteering</li> <li>• To co-design a set of shared principles that underpins the volunteer processes and practices</li> <li>• To maximise the impact that volunteers have on the system and ensure this is recognized and valued</li> <li>• To monitor the delivery of identified work to support the scoping and understanding of volunteering across the system</li> <li>• To plan what future work is needed to embed volunteering at the heart of the system in future years</li> <li>• To report into the Workforce Board and influence the People strategy and plans</li> </ul>
3	<p><b>Membership</b></p> <p>The membership for the group will be open to all aspects of the Humber and North Yorkshire Health and Care Partnership and can be amended at any point with agreement of the group’s members.</p>



	<p>A list of members is in appendix 1 which will be reviewed to ensure all areas of the system are represented.</p> <p>The Chair/ Senior Responsible Officer for this Task and Finish Group will be appointed by the Chair of the Humber and North Yorkshire Workforce Board and the Executive Director of People.</p>	
4	<b>Accountability</b>	
	<p>This Task and Finish Group is accountable to the Humber and North Yorkshire (HNY) Workforce Board. Progress reports will be provided to the Board on a monthly basis and will be reported into the HNY Integrated Care Board.</p>	
5	<b>Quorum</b>	
	<p>At least four representatives from across the system to be present for decisions to be made.</p>	
6	<b>Frequency of Meeting</b>	
	<p>Meetings will initially be held on a monthly basis and the agenda will be set between the Chair/SRO and the Convenor of the group. Agenda's will be sent out ahead of the meeting, therefore any proposed agenda items to be with the Chair 7 at least 7 days in advance.</p>	
7	<b>Reporting and Governance</b>	
	<p>This Task and Finish Group will provide an update report to the Humber and North Yorkshire Workforce Board. All decisions around future investment and funding will be made by the Humber and North Yorkshire Workforce Board.</p> <div style="text-align: center;"> <pre> graph TD     A[HNY Integrated Care Board] --- B[HNY Integrated Care Workforce Board]     B --- C[Volunteers at the heart of the system]           </pre> </div>	
9	<b>Inception of Group and Review Responsibilities</b>	
	<p>Date of group inception</p>	<p>November 2022</p>



	Date of last review of terms of reference and membership	N/A
	Lead responsible for reviewing terms of reference	Chair of the volunteers at the heart of the system task and finish group
	Date of next planned review	November 2023 (if applicable)



## Appendix 1 – Membership

Name	Job Title	Organisation	Place / System
Alison Semmence*	Chief Executive	York CVS	York
Gary Sainty**	VCSE Programme Director	HNY HCP	System
Emma Johnson	Volunteer and Workforce Lead	CHCP	Hull / East Riding
Claire Hansen	Programme Director	Humber Acute Services	Humber
Lindsay Cunningham		Humber Acute Services	Humber
Kerry Carroll		Humber Acute Services	Humber
Sarah France Groton		NYCC	North Yorkshire
Jenny Jethwa	HR Business Partner	HUTH	Hull
Rachel Hardcastle-Pearce	Volunteer Manager	HUTH	Hull
Hanan Harb	Programme Manager – LEAP	HNY HCP	System
Ellie Goodyear		HEY Smile Foundation	East Riding
Debra Taylor	Operations Manager	Citizens Advice	North Lincolnshire
Sarah Jackson	Active Volunteer Hub Coordinator & LiveWell North Lincolnshire Directory Assistant	VCSE Alliance North Lincolnshire	North Lincolnshire
Sasha Sencier	Board Secretary and Senior Governance Manager – NY	HNY HCP	System
Julie Dobbs		NLAG	North Lincolnshire
Joanna Loughborough		NLAG	North Lincolnshire
Reba Begum		NLAG	North Lincolnshire
Additions to be added			

\*Denotes Chair and SRO for the group

\*\*Denotes group convenor on behalf of the ICS