

# Volunteering in NHSScotland

## National Group for Volunteering in NHSScotland

### Terms of Reference (DRAFT)

#### 1. Purpose

The National Group for Volunteering in NHSScotland provides a strategic steer to the Volunteering in NHSScotland Programme (housed within Healthcare Improvement Scotland).

The Group shall be responsible for providing a leadership and guidance for volunteering in health and social care in Scotland, with the following objectives:

- 1.1. To build on the foundation provided by the [Refreshed Strategy for Volunteering](#), through the agreement and adoption of national outcomes for the Programme with partners.
- 1.2. To endorse and promote [Volunteering for All](#), the national outcomes framework for Scotland.
- 1.3. To engage with the NHS boards, integration authorities, Scottish Government and other appropriate partners in driving forward volunteering that is safe, effective and person-centred.
- 1.4. Promote a culture which is receptive and supportive of volunteering in health and social care, which ensures an assets-based and person-centred approach, engages different communities and encourages leadership.
- 1.5. Ensure that the quality of the volunteering experience is obtained and that volunteer management is adequately resourced.
- 1.6. Support proposals to ensure sustainability of volunteering across health and social care sectors.
- 1.7. Consult when required with key stakeholders on particular issues and encourage stakeholder participation in the ongoing development of volunteering within the health and social care sectors.
- 1.8. Promote the engagement of all relevant stakeholders in the design of volunteer roles.
- 1.9. Promote the creation of good quality volunteering roles which add value to the delivery of health and social care in Scotland.
- 1.10. Raise the profile of volunteering in health, social care and the volunteering sector by demonstrating good practice and collaborative working.
- 1.11. Promote the positive outcomes of volunteering including how volunteering contributes to improving health and well-being.

#### 2. Remit

The duties of the National Group for Volunteering in NHSScotland are:

- 2.1. Acting as ambassadors for volunteering in health and social care.
- 2.2. To contribute information, policy and strategy of national and thematic relevance to the Group.
- 2.3. Approval of the Volunteering in NHSScotland Programme workplan on an annual basis

- 2.4. Receiving and approving updates on Programme progress via updates.
- 2.5. Consideration of national and other relevant strategic drivers that may affect, impinge upon or otherwise enhance or engage with the strategic direction for volunteering as agreed by the Group.
- 2.6. The establishment of terms of reference, membership, and reporting arrangements for any sub-groups established by and acting on behalf of the Group.
- 2.7. Participation of any relevant sub-groups.
- 2.8. Input to and approval of publications produced via the Programme.
- 2.9. Cascading information from the Group to their respective domains and networks.

### 3. Membership

The Chair of the Group shall be nominated from the NHSScotland Chairs Group and appointed by Scottish Government. Neither the Healthcare Improvement Scotland nor Scottish Health Council Chair may be appointed to Chair the Group whilst the Programme resides in Healthcare Improvement Scotland.

Membership of the Group shall be drawn from the key stakeholder groups of the Volunteering in NHSScotland Programme. These include:

- 3.1. Territorial NHS Boards
- 3.2. Special health boards (and health bodies)
- 3.3. National third sector agencies with a responsibility for volunteering (e.g. Third Sector Interfaces/Volunteer Centre network)
- 3.4. National agencies with a role in engagement in health and social care with a volunteering locus
- 3.5. A representative from the social care field
- 3.6. Other relevant specialist advisory roles where deemed relevant by the Group
- 3.7. Scottish Government representation
- 3.8. Union representation
- 3.9. A nominee from the NHSScotland HR Deputy Directors Group
- 3.10. Volunteering in NHSScotland Programme Manager
- 3.11. Other programme staff from the Volunteering in NHSScotland Programme

Membership under 3.1 and 3.2 should include both strategic and operational (volunteer management) representation.

Members may nominate a deputy to attend in their absence per meeting, but should not delegate membership of the Group to colleagues on a permanent basis.

The Group will consider appropriate mechanisms for volunteer or public engagement in their work. This may extend to inclusion of a volunteer role on the National Group or targeted engagement as and when required (e.g. via the volunteer management representation on the group).

A vice-chair may be appointed on an ad-hoc basis, per meeting, should the Chair be unable to

File name: NG33-04 National Group ToR v1.0.docx	Version 1.0	20-May-2019
Produced by: A.Bigham	Page 2 of 4	Review date: 27-May-2019

attend.

The Chair makes a final decision on membership of the Group, supported by Group members and the Volunteering in NHSScotland Programme Manager.

#### **4. Quorum**

Meetings of the Group shall be quorate when at least 50% of the members are present.

For the purposes of determining whether a meeting is quorate, members attending by either video or teleconference link will be determined to be present.

#### **5. Meetings**

The Group shall meet no less than four times per year.

Meeting administration will be conducted by the Programme Team.

Agendas are agreed between the Chair and Programme Manager. Members may submit topics and papers for agendas to the Programme Manager who will liaise with the Chair.

#### **6. Information requirements**

For each meeting the members will be provided with:

- 6.1. Minutes of the previous meeting
- 6.2. A progress report on the Volunteering in NHSScotland Programme

Where and when appropriate, the Group shall also be provided with:

- 6.3. Annual reports from the Volunteering Information System

#### **7. Transparency and accountability**

Meeting agendas, papers and agreed minutes will be published on the Scottish Health Council/Healthcare Improvement Scotland website.

## Appendix A: Current aim and objectives (as adopted in 2017)

**Aim:** To provide national leadership and guidance to ensure a long term vision and consistency of approach for volunteering across health and social care sectors.

### Objectives:

1. To build on the foundation provided by the [Refreshed Strategy for Volunteering](#), through the agreement and adoption of national outcomes with partners
2. To engage with the NHS boards, integration authorities, Scottish Government and other appropriate partners to:
3. Promote the national outcomes amongst key stakeholders and foster the creation of local action plans which ensure their delivery
4. Ensure that the quality of the volunteering experience is obtained and that volunteer management is adequately resourced
5. Raise the profile of volunteering in health, social care and the volunteering sector by demonstrating good practice and collaborative working
6. Promote the positive outcomes of volunteering including how volunteering contributes to improving health and well being
7. Promote the creation of good quality volunteering placements which add value to the delivery of health and social care in Scotland
8. Consult when required with key stakeholders on particular issues and encourage stakeholder participation in the ongoing development of volunteering within the health and social care sectors.
9. Promote a culture which is receptive and supportive of volunteering in health and social care, which ensures an assets-based and person-centred approach, engages different communities and encourages leadership.
10. Support proposals to ensure sustainability of volunteering across health and social care sectors.