

Compact
working together | better together

**THE
NORTH
YORKSHIRE
COMPACT**

NORTH YORKSHIRE COMPACT

“Government and voluntary and community organisations share many aspirations, the pursuit of inclusiveness, dedication to public life and support for the development of healthy communities. The Compact is a starting point for developing our partnership based on shared values and mutual respect”

Jack Straw MP

1.0 Introduction

- 1.1 The North Yorkshire Compact (hereafter referred to as “the Compact”) will provide a positive framework for developing closer partnership relations between North Yorkshire’s voluntary and community and statutory sectors. It will assist in achieving the aims of the seven district Local Strategic Partnerships (LSPs) and the North Yorkshire Strategic Partnership (NYSP) to improve the social, economic and environmental well-being of the county. Local Strategic Partnerships (which cover district areas) and the NYSP (which covers the county) bring together public, private, voluntary and community sector representatives to provide a single over-arching local co-ordination framework to respond to community expressed aspirations and need. Through encouraging new and innovative ways of working together to achieve these aspirations strategic partnerships should facilitate improvements in the quality of life people of the area enjoy and more efficient, effective partnership working.
- 1.2 As a result of the rural nature of North Yorkshire, voluntary and community organisations hold special significance for the well-being of our communities, whether they be communities bound by geography, interest or circumstance. The statutory sector recognises the important contribution voluntary and community organisations make throughout the county and are aware of the necessity of working in new ways to meet the needs of all communities through quality joined up service provision.
- 1.3 The Compact will provide a more secure foundation on which to continue this work and build stronger relations which are less susceptible to shifting priorities and funding sources and driven more predominantly by the needs of communities themselves.
- 1.4 The Compact is not a legally binding document. It echoes the sentiment of the National Compact in seeking to improve and clarify relations between both the statutory and voluntary and community sectors, but its validity and authority comes from those organisations who support, implement and uphold its aims, visions and principles.
- 1.5 Complaints and disputes will be dealt with in good faith by organisations signed up to the Compact using their own internal complaints and/or mediation services. These efforts will be supported by the Compact Steering Group which will meet annually with senior representatives from each signatory organisation to discuss disputes and complaints that have arisen over the year and hear comment and

debate on potential issues of concern from across all representatives. The National Compact Mediation Service will also be available to all signatories to the North Yorkshire Compact in incidents where local arrangements are not deemed to have sufficed.

- 1.6 By signing up to the North Yorkshire Compact statutory agencies obligate all departments within their organisations to uphold the principles contained within it.
- 1.7 The voluntary and community sector as referred to in this document is meant as an inclusive term, embracing all those organisations and groups who would wish to support the Compact. This includes, amongst others, charities (whether registered or not), faith groups and other 'not-for-profit' organisations. It also includes local infrastructure organisations working on behalf of voluntary and community organisations such as the North Yorkshire Forum for Voluntary Organisations (NYFVO) and the Local Development Agencies based in each District.
- 1.8 Signatories to the North Yorkshire Compact recognise the need of agencies and organisations to respond to national as well as local priorities and the constraints that following and achieving national priorities may place upon local working practices.
- 1.9 Details of all signatories to the Compact can be found at Appendix 1 together with the date of adoption of the Compact and organisational contact details for Compact enquiries.
- 1.10 All signatories agree to develop and publish an implementation plan in respect of the Compact and to update it periodically as required.

2.0 Shared Vision and Priorities

- 2.1 The Compact is a general framework to help statutory agencies and the voluntary and community sector improve and strengthen their relationships with each other, a tool through which to support, celebrate and encourage community and voluntary activity and ultimately to contribute to improved quality of life across North Yorkshire. It will work to;
 - a) Improve communication, common understanding, collaboration, trust and respect between the voluntary and community and statutory sectors;
 - b) Set a framework for effective consultation, representation and partnership working including agreeing definitions, shared values and discrete undertakings;
 - c) Clarify ways in which all sectors can together influence policy and planning where appropriate.
- 2.2 Partners and signatories to this Compact acknowledge;
 - a) The underlying philosophy that voluntary and community activity is

fundamental to the development of a democratic, socially inclusive society;

- b) The significant contribution made by volunteers and the role of voluntary and community organisations in supporting them;
- c) The benefits of developing and upholding common objectives for the benefit of communities across North Yorkshire in providing high quality accessible services;
- d) The contribution of the voluntary and community sector to the economy of North Yorkshire as well as the enormous benefit to the social economy and social capital of rural areas;
- e) The role of statutory agencies in delivering services;
- f) The independence of voluntary and community organisations and the distinct but complementary role they and statutory agencies play within communities;
- g) The diversity (in terms of size, resources, membership, focus and working practices) of voluntary and community organisations within North Yorkshire and the strength that such diversity brings;
- h) The power of genuine, well executed and timely consultation where feedback is respected and treated as independent – not jeopardising current or future funding arrangements and relationships;
- i) That notwithstanding any funding arrangements voluntary and community organisations are entitled to campaign within the law to achieve their aims;

3.0 Shared Principles

All partners agree;

- a) To listen to each other and engage in constructive dialogue;
- b) To champion community involvement, participation and activity;
- c) To identify, develop and promote good practice;
- d) To provide induction, learning and training opportunities (in a variety of formats) to underpin and develop effective partnership working;
- e) To work together with accountability, openness, honesty, leadership, integrity, objectivity and transparency;
- f) To share information, knowledge and experience as widely as possible and in a timely manner, respecting confidentiality where necessary;
- g) To respect discord and differences of opinion that will inevitably arise as a result of the statutory and voluntary and community sectors seeking to work

more harmoniously and closely together and to resolve any disagreements or conflicts in a speedy and constructive manner;

- h) To promote and work for equality and diversity in all areas of work;
- i) To promote the Compact and encourage other agencies to abide by its terms;

4.0 Statutory Sector Undertakings

4.1 The Statutory Sector agrees;

- a) To recognise and support the independence of voluntary and community organisations;
- b) To acknowledge the different stakeholders to which the voluntary and community organisations are accountable and recognise the voluntary and community organisations' ability to manage their own affairs in the best interests of their members, service users, beneficiaries and volunteers;
- c) To recognise the power and importance of advocacy and recognise the right of the voluntary and community organisations to comment on and where relevant to challenge policy developments notwithstanding any funding relationships that may be in place;
- d) To recognise and support the breadth of experience, knowledge and ideas within the community and voluntary organisations and to value and utilise these resources when developing policy, strategy or reviewing service delivery;
- e) To implement;
 - i. Strategic multi-year funding where appropriate to help long term planning and stability;
 - ii. The allocation of resources against clear and consistent criteria;
 - iii. Funding policies which take account of the objectives of voluntary and community organisations and their need to work independently, efficiently and effectively;
 - iv. Open arrangements for agreeing and evaluating objectives, performance indicators and their associated targets;
 - v. Prompt payment, consulting on changes to the funding position and letting voluntary and community organisations know about future funding as early as possible before the end of any grant periods or contract end dates;
 - vi. To examine the effect on the voluntary and community sector of new policies and strategies whilst still in development.
- f) To establish consultation mechanisms across all departments which are timely and allow a reasonable time for response;
- g) To fully include the voluntary and community sector in strategic groups –

particularly the NYSP and the district based LSPs and to ensure as far as possible that voluntary and community organisations are involved in the development and implementation of Community Strategies.

5.0 Voluntary and Community Sector Undertakings

5.1 The voluntary and community sector agrees;

- a) To recognise the constraints that statutory agencies are under regarding funding priorities and that there is a limit to the amount of money available to pay for essential and desirable services;
- b) To acknowledge and respect the responsibilities and constraints placed upon statutory agencies through legislation or Central Government directives with regard to spending and monitoring;
- c) To work to recognised quality standards covering a wide range of activities including campaigning, planning and delivery of services, governance and accountability within the sector;
- d) To promote effective working relations between the range of statutory and other agencies and voluntary and community organisations with the aim of achieving complimentary service provision across the county – avoiding duplication;
- e) To inform and consult as widely as possible with colleagues across the voluntary and community sectors when fulfilling a representative role.

6.0 Implementation and Review

6.1 All partners agree;

- a) To demonstrate a commitment to, and share responsibility for, developing, adopting, implementing, promoting and reviewing the Compact and Codes of Practice;
- b) To identify a named individual within the signatory organisation to be the main point of contact or champion for the Compact;
- c) To distribute the Compact and Codes of Practice and provide induction and training within their organisations to raise awareness of how the agreement affects joint working;
- d) To work together to regularly review the Compact and Codes of Practice including producing annual workplans and targets;
- e) To establish procedures by which organisations and individuals dissatisfied with the Compact, its content, procedures, processes and implementation can express their views and have their concerns addressed through organisation's existing complaints and mediation procedures;

- f) To engage in the ongoing work of the North Yorkshire Compact Working Group which will meet at least twice a year to evaluate progress, develop the Compact and its associated Codes and share good practice;
- g) To engage in an annual meeting of Compact signatories designed to endorse the work of the Steering Group, discuss disputes and complaints that have arisen over the year and hear comment on potential issues of concern from across all representatives.

INFORMATION & COMMUNICATION

Code of Practice

1.0 AIM

- a) To raise awareness, build knowledge and understanding between Partners concerning all aspects of information and communication mechanisms.
- b) To increase and facilitate the flow of appropriate, relevant information and communication between partners.
- c) To increase accessibility of information– for example through investigating opportunities for greater use of shared information and communication systems, common templates etc.
- d) To promote the importance of timely information provision and communications and the necessity to build provision for cross communication into working practices.

2.0 SHARED VALUES

2.1 All partners recognise the value of accessible information and communication:

- a) To support and empower communities to take collective action about issues that affect them and influence policy decisions about how services are delivered;
- b) To inform users and beneficiaries of the range of services available and enable them to exercise choice;
- c) To avoid duplication of effort and maximise resources by sharing information between different departments, organisations and sectors and where appropriate issue joint information and communication bulletins;
- d) To promote access to and use of new technologies for all;
- e) To promote access to shared information;

2.2 Partners recognise the value of shared information and agree to respect confidentiality

3.0 VOLUNTARY & COMMUNITY SECTOR UNDERTAKINGS

- a) To encourage volunteers, members, trustees and employees to participate in training to raise skills in information management, public relations, communication and new technologies;

- b) To support infrastructure organisations and networks which raise the profile of the needs of individual organisations, neighbourhoods, communities of interest and voluntary and community sector as a whole;
- c) Work collectively and contribute to voluntary and community sector wide newsletters, networks, e-mail groups and web-sites to maximise information exchange;
- d) To be clear about what information and communication channels individual organisations currently hold and the ability to share this information;
- e) To work towards common information systems to allow for easier exchanges of information;
- f) To recognise, adopt and improve quality standards in information and communication work;
- g) To publish the Compact, associated workplans and progress towards targets on their web-site where appropriate.

4.0 STATUTORY SECTOR UNDERTAKINGS

- a) To raise the profile – both internally and externally – with their organisations about resources such as funding, equipment and advice available to support the voluntary and community sector;
- b) To provide contact details for people who have or who could potentially have a specific role to liaise with and support the voluntary and community Sector, with an explanation of services offered;
- c) To provide access to information – describing their organisational structure, priorities and strategic plans and a clear explanation of decision making processes;
- d) To improve access to minutes/notes of public meetings, reports and other public documents addressing barriers for excluded communities, for example by publishing/making accessible such documents in a variety of fonts, languages and media;
- e) To publish the Compact, associated workplans and progress towards targets on their web-site;
- f) To provide administration for meetings of the North Yorkshire Compact Working Group and ensure that all members of the North Yorkshire Compact Steering Group are kept informed of changes and developments and consulted appropriately (This will be undertaken by NYCC);
- g) To make available to the voluntary and community sector specialist services where there is the capacity to do so;

- h) To utilise new technologies as far as possible to assist with the fast, efficient, effective flow of information, recognising that not all other organisations may be so well equipped technologically and to make provision accordingly;
- i) To ensure all communication is appropriate and targeted effectively;
- j) To work towards common information systems to allow for easier exchanges of information;
- k) To communicate to staff the existence of the Compact and the importance of communicating effectively with the voluntary and community sectors;
- l) To take advantage of all communication mechanisms and techniques;
- m) To recognise the varying levels of capacity and ability in the voluntary and community sectors to access new and existing communication technologies and to make provision accordingly.

FUNDING Code of Practice

1.0 Aim

- 1.1 To improve communication, understanding and trust between all partners on matters of funding.
- 1.2 To increase satisfaction with funding relationships including where possible increasing the amounts of funding available, value for money, streamlining application and monitoring processes and promoting good practice in funding relationships and administration.
- 1.3 To maximise funding opportunities through joint bidding initiatives/commissioning and complementary not competitive programmes.
- 1.4 To work to the Government's own framework for good regulation with regard to voluntary and community sector funding including the five key principles of:
 - transparency
 - accountability
 - targeting
 - consistency
 - proportionality

2.0 Shared Values

- 2.1 All partners recognise the link between the statutory sector and Central Government and the constraints and responsibilities placed on the sector when determining funding arrangements.
- 2.2 All partners recognise the value of funding the voluntary and community sector:
 - a) To foster community based activity and promote social inclusion;
 - b) To identify community needs and explore new ways of meeting existing needs;
 - c) To encourage innovation;
 - d) To contribute to an understanding of "what works" in programme delivery and to sustain and support existing projects which fit this criteria;
 - e) To provide additional, complementary services to those of the statutory sector which the State has a duty or responsibility to provide;
 - f) To provide services for which the statutory sector has a duty or responsibility to provide, but which can better be provided by voluntary and community organisations;

- g) To promote sustainable development by funding core costs and long term investment.

3.0 **Voluntary and community sector undertakings**

- a) To develop and implement effective employment and management standards and systems;
- b) To develop and implement appropriate financial systems;
- c) To encourage attendance and participation in appropriate financial training courses;
- d) To apply for funding only where appropriate eligibility criteria is met;
- e) To adopt policies to ensure quality and diversity in all activities and the appropriate involvement of service users;
- f) To make best use of opportunities provided by local infrastructure organisations in order to gain training, advice, support or to promote fundraising;
- g) To use local infrastructure organisations to facilitate applications to new or existing funding streams;
- h) To contribute to an annual review of funding structures through the Annual Compact Review Meeting;
- i) To implement appropriate systems for monitoring and evaluating work programmes;
- j) To develop contingency funds to cover unforeseen liabilities.

4.0 **Statutory sector undertakings**

- a) To develop funding strategies which demonstrate commitment to the principles of transparency, accountability, targeting, consistency and proportionality;
- b) To set out clear terms, eligibility criteria, objectives and appropriate points of contact for programmes;
- c) To set out clear arrangements for voluntary and community organisations including local infrastructure organisations and service providing organisations;
- d) To contribute to long term sustainability of voluntary and community organisations through developing three year rolling funding programmes where possible;

- e) To ensure clarity and consistency in funding arrangements within organisations;
- f) To promote fair access to funding – taking account of the needs of smaller and user led voluntary and community organisations;
- g) To take into account the need for effective management infrastructures within voluntary and community organisations, including providing or contributing by financial or in-kind payments to the full management costs of projects;
- h) To encourage voluntary and community organisations to build up a contingency reserve to meet unforeseen liabilities but not allowing the absence of such reserves to be the deciding factor in determining funding applications;
- i) To support innovation through funding programmes;
- j) To support the “what works” agenda – acknowledged strategies and initiatives, working practices etc gathered from across the world that are acknowledged to produce results;
- k) To recognise the different ways in which core costs can be met;
- l) To strive to introduce flexibility in financial arrangements such as provision for the carry-over of underspend and monitoring and reporting procedures proportionate to the financial award and/or resources of the organisation;
- m) To demonstrate respect for voluntary and community organisations independence regardless of funding arrangements;
- n) To use Plain English or other jargon free, simple, clear language;
- o) To provide timely, constructive feedback to applicants – especially where applications have been unsuccessful;
- p) To co-ordinate information between funding bodies;
- q) To give as much notice as possible (not less than six months) of changes to levels or terms of funding in contractual agreements;
- r) To utilise internal complaints procedures for decisions which voluntary and community organisations consider to be unfair;
- s) To provide service level agreements and contracts that include:
 - i. Clear information on the purpose of funding
 - ii. Information on accountability
 - iii. Payment timetables
 - iv. Appropriate performance monitoring and evaluation requirements
 - v. Negotiation arrangements for each party should changes occur or

become necessary

- t) To seek to develop, as far as is practicable, a single booklet on funding at least six weeks before the earliest known* application deadline. Widely published and distributed, the booklet should include:
- i. details of financial support available to voluntary and community organisations
 - ii. an outline of the different types of funding available. clear criteria, clear guidelines of costs which may be included in estimated expenditure
 - iii. details of application and decision making timetables
 - iv. details of the application process.

*There is a recognition on behalf of all signatories and sectors allied to this process that in some instances funding streams may not be notified within the six-week deadline. Where this is the case every effort will be made to notify organisations as soon as practicably possible.

CONSULTATION Code of Practice

1.0 Aim

- 1.1 To establish effective, inclusive consultation processes that give the opportunity for voluntary and community sector views to influence the statutory sector's policies, strategies and service plans.

2.0 Shared values

2.1 All partners recognise the value of consultation that:

- a) Provides the opportunity for early and unhurried input into policy development;
- b) Supports the principle of accountability, accessibility, inclusiveness and clarity;
- c) Is informed, balanced, relevant, honest and transparent;
- d) Includes implementation and monitoring arrangements and information as appropriate;
- e) Is open and meaningful – making the best use of the time and resources of organisations.

3.0 Voluntary and community Sector undertakings

- a) To use local infrastructure organisations to encourage participation in consultation and share feedback information;
- b) To be clear about the sectors of the community they represent and where possible to liaise directly with them in consultation exercises;
- c) To explore opportunities for liaising with other voluntary and community organisations across the County working on the same activity, area or service;
- d) To respect the confidentiality of information as appropriate in consultation;
- e) To promote good practice in consultation throughout their organisation and adopt and maintain appropriate quality standards.

4.0 Statutory sector undertakings

- a) Consult with the voluntary and community sector on issues that are likely to affect it, particularly where the statutory sector is proposing new roles and responsibilities for the sector;

- b) Build consultation with the voluntary and community sector into its plans for all policy development work and ensure consultation takes place when plans and policies are still in a developmental state;
- c) Appraise new policies and procedures at the developmental stage identifying implications for the voluntary and community sector;
- d) Develop consultation processes that clearly explain the aims, procedures, boundaries and timescales involved, including producing clear, concise, jargon-free consultation documents which contain all the necessary information to allow necessary consideration and response by the community and voluntary sectors;
- e) To analyse and choose the most appropriate consultation method;
- f) Where possible to follow Government practice and allow 12 weeks for consultation;
- g) To ensure appropriate resources are available for proper consultation;
- h) To analyse carefully the results of consultation and consequently to provide timely feedback that demonstrates the sectors willingness to listen and where appropriate change their original views as a result of consultation;
- i) To publicise and communicate the results of consultation in a timely, accessible format, in particular to all voluntary and community organisations which have participated in the consultation.

VOLUNTEERING Code of Good Practice

1.0 Introduction

- 1.1 This Volunteering Code of Good Practice builds upon and underpins the principles of the North Yorkshire Compact and should be read in conjunction with that document. The Compact recognises the “significant contribution made by volunteers and the role of voluntary and community organisations in supporting them” (page 3). The Volunteering Code sets out a series of undertakings on good practice in volunteering for the voluntary/community and statutory sectors in North Yorkshire though intends to be a framework rather than a comprehensive guide. The aim is to increase the number of volunteers and ensure they are valued and supported by improving the quality of the volunteering experience.

2.0 The importance of volunteering

- 2.1 Volunteering is the commitment of time and energy for the benefit of society and the community, and can take many forms. It is undertaken without the concern for financial gain. Volunteering is an important expression of citizenship. It is the commitment of time and energy for the benefit of society and the community, and can take many forms. It is freely undertaken and not for financial gain. The principle of non-payment of volunteers is central to this Code.

3.0 Principles fundamental to volunteering

- 3.1 The Compact recognises four principles fundamental to volunteering. These are Choice, Diversity, Mutual Benefit and Recognition. These inform every aspect of this Code.

Choice: Volunteering must be a choice freely made by each individual.

Diversity: Volunteering should be open to all, no matter what their background, race, colour, nationality, religion, ethnic or national origins, age, gender, marital status, sexual orientation or disability.

Mutual Benefit: Volunteers offer their time and skills unwaged but should benefit in other ways in return for their contribution. Giving time voluntarily must be recognised as establishing a reciprocal relationship in which the volunteer also benefits and feels that his or her contribution is personally fulfilling.

Recognition: Volunteers in North Yorkshire contribute greatly to society and to developing and building the local community. The contribution of volunteers and the organisations that support them should be recognised.

Source: Volunteering - Compact Code of Good Practice

4.0 The scope of volunteering is diverse and must be recognised.

- a) Helping provide a service as an unpaid volunteer within a voluntary or community organisation or statutory sector body;

- b) Taking part in running a voluntary or community organisation as a trustee, board or committee member;
- c) Leading a community initiative;
- d) Helping develop public policy through involvement in local and area partnerships;
- e) Campaigning for a public cause; and
- f) Employer supported community involvement.

4.1 Statutory bodies and the voluntary and community sector agree that the need to recognise the value of the work done by volunteers and the need to resource the hidden costs of volunteer activity are particularly important, Essential to these two priorities is good practice in volunteer management.

5.0 Volunteer Centres in North Yorkshire

5.1 Volunteer Centres, as the official quality accredited Volunteer Development Agencies, provide district level support for individual volunteers and volunteer involving organisations. The Volunteer Centres in the North Yorkshire County are as follows: Harrogate and area; Ripon; Craven; Richmondshire; Volunteering Hambleton (a district level partnership of Bedale, Northallerton, Thirsk, Stokesley, Easingwold); Ryedale; Scarborough; Whitby. The Volunteer Centres have six core functions:

- a) **Brokerage:** The primary function of Volunteer Centres is to match both individuals and groups interested in volunteering with appropriate opportunities in the local community. All the Volunteer Centres hold information on a comprehensive range of opportunities on the national volunteering database www.do-it.org.uk. They offer potential volunteers support and advice matching their motivation to volunteer with appropriate volunteering opportunities.
- b) **Marketing volunteering:** Volunteer Centres stimulate and encourage local interest in volunteering and community activity. This may include promoting and marketing volunteering through local, regional and national events and campaigns.
- c) **Good practice development:** Volunteer Centres in the County promote good practice in working with volunteers to all volunteer involving organisations. Volunteer Centres and their partner organisations deliver training and accreditation for potential volunteers, volunteers, volunteer managers and the volunteering infrastructure. All have localised good practice training DVD's and up to date case studies.
- d) **Develop volunteering opportunities:** Volunteer Centres work in close partnership with statutory, voluntary and private sector agencies as well as community groups and faith groups to develop local volunteering opportunities. Volunteer Centres understand the potential offered by the local communities and work with them to realise this potential. Volunteer Centres will target specific groups which face barriers to volunteering.

- e) **Policy response and campaigning:** Volunteer Centres identify proposals or legislation that may impact on volunteering. Volunteer Centres campaign proactively for a more volunteer-literate and volunteer-friendly climate.
- f) **Strategic development of volunteering:** As the local experts on volunteering, Volunteer Centres inform strategic thinking and planning at a regional and national level such as the development of this Compact Code.

6.0 Statutory Sector Undertakings

6.1 In supporting this code the statutory sector undertakes to:

- a) Recognise the significant contribution made by volunteers and the role of voluntary and community organisations supporting them ;
- b) Seek to ensure that all relevant legislation, guidance and practice are checked for impact on volunteer and community activity;
- c) Work towards limiting the barriers to volunteering and community action presented by existing policies and practices; Ensure that there is staff awareness of the valuable role of volunteering and working towards employer supported volunteering policies and monitoring;
- d) Acknowledge the professionalism of volunteers within their own areas of expertise;
- e) Recognise and support the independence of volunteering infrastructure bodies.
- f) Support the voluntary and community sectors in reviewing strengths and weaknesses of local volunteering information and infrastructures;
- g) Aim to adopt policies which ensure that volunteering infrastructure bodies can rely on realistic sustainable long-term funding;
- h) Where the public sector directly manages volunteers, it will act on relevant undertakings and advice from the voluntary and community sector; and work towards reimbursing expenses in line with Inland Revenue rates
- i) Ensure that volunteers are fully alert to the aims and principles of the organisation.

7.0 Voluntary sector guidelines

7.1 Voluntary and community organisations carry out a number of roles in relation to volunteering.

- a) Community organisations are those entirely or almost entirely made up of volunteers;

- b) Voluntary organisations may involve and manage volunteers, and may provide infrastructure support or funding to volunteers and voluntary groups; and
- c) Both can develop, promote and celebrate volunteering and community activity.

Source: Government Guidance from the Home Office Active Community Unit - COMPACT getting it right together - Volunteering: A Code of Good Practice

7.2 In supporting this code, the sector undertakes to:

- a) Recognise the importance of high standards of effective management of volunteers, and that fulfilling this responsibility requires allocation of organisational resources. Staff who recruit, induct and manage volunteers should have this work recognised as part of their job description or work plans, and receive appropriate training and support;
- b) Allocate responsibility for volunteer involvement and management. To work towards adopting recognised quality standards for volunteering involving organisations. Ensure adequate broad volunteer representation at board level;
- c) Ensure monitoring records are kept of volunteers and how funding supports volunteering and the value this produces;
- d) Acknowledge that volunteers should be given thanks and recognition for their contribution and be given fair treatment, appropriate training and support;
- e) Assist in providing volunteering opportunities to fit needs, interests and abilities whilst recognising the importance of risk assessment and line responsibilities

8.0 **Working in partnership**

8.1 Both the public sector and voluntary sector recognise the importance of the role played by volunteers in cross-sector partnerships and agree to:

- a) Seek to identify the types of resources needed in supporting volunteering and community activity within the partnership;
- b) Define the volunteer's role and seek to ensure it is not a replacement for a paid position;
- c) Work towards a set of consistent principles on reimbursement of expenses where it is agreed volunteers will be involved.
- d) To promote access to and the use of the National Volunteering Database www.do-it.org.uk
- e) To promote access to volunteering information.

Contact Details

The contact details of the County's Volunteer Centres can be found at www.volunteercentres.org

Volunteering opportunities in North Yorkshire can be found online at www.do-it.org.uk.

BLACK AND MINORITY ETHNIC GROUPS Code of Practice

1.0 Background and Context

- 1.1 North Yorkshire has a black and minority ethnic (BME) population of approximately 10,358 (2001 Census), making up 1.1% of the population (compared to 7.2% of the population in England and Wales). BME communities tend to be concentrated around Scarborough, Skipton and Harrogate. This population is continually changing as global migration and labour flows change and large numbers of Eastern European migrant workers have been arriving from the A8 countries since their accession to the EU in 2004.
- 1.2 The generic term 'BME' encompasses a wide range of communities, all unique and diverse in their own right, with different histories and experiences of life in the UK. These communities include the resident populations, gypsies and travellers, migrant workers, refugees, asylum seekers and members of some faith communities.
- 1.3 Currently, no specific framework exists within North Yorkshire to develop the BME voluntary sector and this is something that needs to be considered by the voluntary and community sector and the public sector. The existing frameworks that supports voluntary sector groups has had few approaches from BME communities but it is recognised that it needs to develop the cultural awareness required to be able to support BME communities.
- 1.4 At the present time, there are very few formally constituted BME groups in the voluntary sector in North Yorkshire – the communities that exist have not formed into identifiable groups, with the exception of some faith groups. The mainstream voluntary and community sector will jointly support the BME communities as they develop, including the provision of support for groups that wish to become constituted.

2.0 Aims

- 2.1 This Code of Practice aims to give specific focus to the needs of the BME communities in North Yorkshire and to make a positive impact on the relationship between BME communities, the established voluntary and community sector and the public sector in North Yorkshire. It aims to establish a framework to:
- a) Enhance joint understanding and awareness of BME communities across North Yorkshire;
 - b) A joint commitment to taking forward race equality, including sharing best practice and promoting good relationships;
 - c) Strengthen relationships between the public sector agencies, the community and voluntary sector and BME communities;

- d) Create the right environment to support and empower the BME communities to be able to recognise and communicate their own needs and to engage in community development to influence policy, strategy and funding decisions;
- e) Enable BME communities to contribute to policy development and service delivery in North Yorkshire on an equal footing with other agencies;
- f) Improved quality and quantity of consultation and participation with BME communities.

3.0 Joint Undertakings

3.1 All partners to the North Yorkshire Strategic Partnership are aware of an increasing BME population in North Yorkshire and seek their involvement in and acceptance of stronger partnership working. All partners to the NYSP are committed to working together to continually improve the effectiveness of relationships between the public sector, wider voluntary and community sector and the BME communities, and undertake to:

- a) Recognise the ever-changing diversity of the BME communities in relation to race, culture and faith as well as other issues;
- b) Recognise the developments that have been achieved in developing a partnership approach to taking forward the Government's strategy for achieving race equality and community cohesion by promoting and sharing best practice and celebrating success and continue to take this forward;
- c) Promote and support compliance with the Race Relations Amendment Act 2000 and other equalities legislation which promotes civil society, in the organisations to which such legislation applies. The voluntary and community sector will need to understand any potential implications of the legislation when working with the public sector;
- d) Promote joint working initiatives, which improve the policy and implementation outcomes for BME communities at a local level;
- e) Contribute to initiatives to promote understanding and learning between the sectors, such as joint training and development days, and awareness raising seminars;
- f) Encourage and support volunteering by and within BME communities;
- g) Consider the needs of North Yorkshire's BME communities in the course of all activities.

4.0 Public Sector Undertakings

4.1 The North Yorkshire Compact public sector partners undertake to:

- a) Value the work, knowledge, experience and expertise of BME individuals and communities across the County;
- b) Recognise that BME individuals and communities need appropriate support, resourcing and information in order to effectively work with public sector partners;
- c) Support capacity and organisational development within the Voluntary and Community sector and the specific role of infrastructure organisations;
- d) Ensure that BME individuals and communities have appropriate, fair and equal access to resources;
- e) Ensure that public sector bodies and practices do not discriminate against BME communities;
- f) Consult with BME communities in relation to policy and strategy developments – as per the Compact Code of Good Practice on Consultation;
- g) Improve the employment and learning opportunities available to BME communities;
- h) Recognise the independence of BME communities, and their right within law to challenge institutions' policies and practices, irrespective of any funding relationship that might exist;
- i) Ensure all public sector partners are meeting the obligations under existing and forthcoming race legislation;
- j) Ensure that equality and diversity is embedded into all policies, procedures and functions of the public sector partners' work;
- k) Ensure compliance with national standards such as the Equality Standard, Best Value and other inspections.

5.0 Wider Voluntary and Community Sector Undertakings

5.1 The Local Infrastructure Organisations and the wider VCS sector agree that it will support the BME communities in the following ways:

- a) Work with the wider communities to be inclusive and encourage development of links and support with BME individuals and communities in the communities they live in;
- b) Support the BME communities and any groups that might emerge;
- c) Assist BME communities and groups to participate fully in the life of the wider communities in which they live;

- d) Ensure that the identified needs of the BME communities and groups are raised at and addressed at all appropriate partnership meetings that they participate in;
- e) The Local Infrastructure Organisation (LIO) will provide generic infrastructure support services to BME communities which may wish to establish a BME group and will also provide such support to any group that is established;
- f) The LIO will ensure that the wider VCS sector in the area served by the LIO is aware of the needs of the BME communities in that area and will encourage the VCS to respond to these needs;
- g) Both the LIO and the wider VCS sector in any locality will raise wider issues that emerge from the BME communities with all appropriate organisations, statutory, private, or voluntary.

6.0 Black and Minority Ethnic Voluntary and Community Undertakings

6.1 We recognise that BME communities in North Yorkshire are currently developing and evolving. Without wishing to impose any directives and recognising the level of resources that a particular group may have we are inviting a commitment to this Code of Practice and suggest that the following practices be taken into consideration.

- a) Working in partnership with statutory and mainstream voluntary sector agencies to identify demographic trends and monitor the changing needs of BME communities, and offer solutions in response to those needs, including those of the new communities, refugees and asylum seekers;
- b) Aiming to take part in consultation wherever possible in order to inform and present community concerns to Government, local statutory bodies and other partners;
- c) Striving to achieve proper governance of organisations, adopt appropriate quality standards and apply best practice in management and service delivery within organisations;
- d) Playing a full and active part within the wider voluntary and community sector in fulfilling the significant undertakings in the Compact, this Code of Good Practice and other Compact Codes of Good Practice;
- e) Continuing to promote the understanding and awareness of ethnicity, culture and religious diversity;
- f) Encouraging cooperation, collaboration and joint working amongst the diverse groups that make up the BME communities;
- g) Participating in training and learning opportunities;

h) Working to the principles of open and dynamic organisations providing opportunities for voluntary and community activity by a diverse range of individuals regardless of issues such as disability, gender or sexual orientation.

6.2 These are examples only and need further consultation with the communities concerned before they can be formally adopted.

7.0 Monitoring & Review

7.1 Monitoring and review is especially significant as this work grows in importance, and the North Yorkshire Strategic Partnership (and its constituent agencies) should take a lead in monitoring this. It is hoped that the BME communities will develop the capacity and interest to be able to take on the monitoring role in future. This Code of Practice will be reviewed on an annual basis to enable changes in the development of BME communities to be reflected and so that progress can be reported and the Code adapted accordingly.

This document can be made available in alternative formats (such as large type or audio) and other languages – please contact North Yorkshire County Council on 0845 872 73 74

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