

Manchester Youth and Play Sector Leads Group

Terms of Reference

1. Purpose of the Group

- 1.1. The Manchester Youth and Play Sector Leads Group (SLG) is a leadership group for the VCSE sector which seeks to contribute towards shared aims for children and young people through youth and play work in Manchester.
- 1.2. We aim to work together to support a vibrant and growing city with children and young people at its heart, increasing all children and young people's opportunities to thrive and achieve through youth and play work.
- 1.3. Specifically, this group seeks to:
 - Be a strong strategic network of senior leaders across the city
 - Establish mechanisms for opportunities and challenges across the sector to be raised and addressed at a strategic level
 - Develop collaborative working through new projects, fundraising and communications
 - Be pro-active and propositional, working together to develop and deliver new opportunities for the sector
 - Work together to shape and influence relevant policy and practice which impacts on the lives of children and young people and the youth and play sector
 - Establish key strategic relationships at local, regional and national levels, building alliances and partnerships which benefit children and young people

2. Membership

- 2.1. Membership of the group will seek to ensure representation from across Manchester, covering:
 - 2.1.1. Geography – with membership reflecting key leadership roles in North, East, Central and South Manchester
 - 2.1.2. Speciality – with membership reflecting the range of skills and expertise across the city, including key youth and play disciplines and methodologies (e.g. detached youth work, play)
 - 2.1.3. Equality and diversity – with membership reflecting the diversity of Manchester, and of Manchester's children and young people
 - 2.1.4. Leadership – with members being:
 - a specific nominated individual from a voluntary sector organisation, who is a CEO or Director
 - or member of the senior leadership team for national VCS organisations or organisations with a wider remit than youth and play e.g. housing associations

2.2. Organisations represented must be 'Manchester-connected'¹ and have an established leadership and support role in the city.

In order to count as 'Manchester-connected' organisations must already be doing a significant level of work with people who live or work in Manchester.

In addition, they need to be able to demonstrate at least two of the following:

- Organisations that involve people who work or live in Manchester in their governance.
- Organisations that are actively involved in Manchester networks and boards that involve other VCSE organisations
- Organisations that are involved in partnership working with other Manchester-based organisations.

2.3. Alongside youth and play leaders, a space is held for a representative from the general infrastructure organisation (Macc) in an advisory and supportive role

2.4. The current members are:

Claire Evans, Chief Executive– 4CT Limited, Lead – East Youth and Play Partnership
Alex Fairweather, Chief Executive – Greater Manchester Youth Network, Strategic Lead – workforce, training and quality
Paul Fletcher, Chief Executive – Manchester Young Lives, Lead – Central Youth Partnership, Strategic Lead – Play
Helen Gatenby, Project Manager – M13 Youth Project, Lead – A6 Partnership, Strategic Lead – detached youth work
Sarah Klueter, Assistant Director (Community Investment and Regeneration) – Wythenshawe Community Housing Group, Lead – Wythenshawe Youth Alliance
Richard Marsh, Chief Executive – Manchester Youth Zone, Lead – North Youth Manchester
Nigel Rose – Strategic Lead (Commissioning) - Macc
Justin Watson, Director – Young Manchester (Chair)

2.5. The group welcomes new members, under the criteria above. Expressions of interest from potential new members are considered by the current membership.

2.6. Additional guests (non-members) will be invited to attend meetings where needed, based on the agenda and specific issues to be discussed.

2.7. All members commit to working in a spirit of co-operation and partnership, and sign up to the accompanying Memorandum of Understanding on Fundraising, see Appendix

2.8. It is expected that members are committed to supporting the group, including regularly engaging and attending meetings. If a member fails to attend three meetings in a row, then they forfeit their place.

¹ Amended from briefing document by Nigel Rose, Macc

3. Meetings

3.1 The group will meet on a monthly basis, on an agenda agreed by the SLG in advance.

3.2 Attendance is purely optional at all times, and does not form part of any contractual obligations as part of funding from Young Manchester or Manchester City Council.

3.3 It is expected that members will take on additional tasks beyond attending meetings, including leading on joint projects and initiatives on behalf of the Group.

4. Group support

4.1 Facilitation and administration of the group will be provided by Young Manchester, with responsibility for specific projects and activities agreed by members on a case-by-case basis, and shared amongst members wherever possible.

5. Governance and review

5.1 The group does not formally report into any governance mechanisms.

5.2 The group will provide updates to the wider youth and play sector, and other key stakeholders where relevant (e.g. Manchester City Council).

5.3 A summary of notes from meetings will be shared and made public via the Young Manchester website.

5.4 Members may also report updates to their own boards, at their own discretion.

5.5 The Terms of Reference for the SLG will be reviewed at least annually and signed off by the members.

Appendix – Fundraising MOU

**Manchester Youth and Play Sector Leads Group
Fundraising – Memorandum of Understanding**

This MOU is an agreement made between the following parties:

[Names of individuals and orgs here]

[further members to be added as required]

1. Background

As a group we are all aware of the demand for youth and play services across the city, with increasing needs alongside a finite resource coming from the public sector and continued pressures on local authority funding, which will present further challenges to youth and play providers in the city.

We are committed to providing the children and young people of Manchester with outstanding youth and play provision, and increasing the outcomes and opportunities for all children and young people to flourish in the city, no matter the barriers they face.

As outlined in the Manchester Youth and Play Sector Lead Group's (SLG) Terms of Reference:

- 1.1. The SLG seeks to contribute towards shared aims for children and young people, and youth and play work, in Manchester.
- 1.2. We aim to work together to support a vibrant and growing city with children and young people at its heart, increasing all children and young people's opportunities to thrive and achieve through youth and play work
- 1.3. Specifically, this group seeks to:
 - Be a strong strategic network of senior leaders across the city
 - Establish mechanisms for opportunities and challenges across the sector to be raised and addressed at a strategic level
 - Develop collaborative working through new projects, fundraising and communications
 - Be pro-active and propositional, working together to develop and deliver new opportunities for the sector
 - Work together to shape and influence relevant policy and practice which impacts on the lives of children and young people and the youth and play sector
 - Establish key strategic relationships at local, regional and national levels, building alliances and partnerships which benefit children and young people

We believe that only if we work together, in partnership, we will deliver our shared goals and make the greatest impact in children and young people's lives.

In relation to fundraising, we believe that we will all benefit from:

- Recognising the mutual charitable interests of our organisations;
- Creating a basis for mutual collaboration;
- Establishing areas for co-operation as Play and Youth charities;
- Outlining specific commitments and responsibilities to avoid unnecessary waste of charitable resources.

2. Declaration of commitments

As a group, we are committed to:

- 2.1. Working in a spirit of co-operation and partnership, valuing the collective impact of our work for children and young people, and base that co-operation on open communications, trust and mutual respect
- 2.2. Sharing information, knowledge and expertise for the benefit of the whole group, including strategic priorities and fundraising plans
- 2.3. Working collaboratively and transparently to ensure our strategies, operational plans and fundraising plans complement each other and enhance the overall offer for children and young people in Manchester
- 2.4. Using the SLG space to explore opportunities, challenges and conflicts in a safe space, where we share the same values and principles of quality youth and play

3. Collaboration Activities

As part of the SLG, the group agrees to:

- 3.1 Meet on a monthly basis, to share information, plans and explore partnership opportunities
- 3.2 Share information on funding opportunities, our organisation's plans for fundraising and activity on specific bids (who is going for what, with whom, who is interested in partnering), with a focus on:
 - Partnership bids across geographical and thematic areas within Manchester
 - Public sector contracts at local, regional and national levels
 - Significant bids to institutional donors (e.g. National Lottery Community Fund) and private sector donors
- 3.3 Keep each informed of public announcements, policy and practice developments and other key information which may impact on our organisations individually or collectively
- 3.4 Explore opportunities for partnership projects and joint applications which focus on the collective impact of youth and play providers across Manchester and place outcomes for children and young people at their heart
- 3.5 Declare conflicts of interest which may impact on the group, or impact on specific funding discussions held by the group including involvement in other bids and activity beyond the group.

4. General provisions

4.1 Each party retains the option to progress sole initiatives without the agreement of the other parties, but agrees to do this in an open and transparent way

4.2 This MOU does not constitute or infer any contract or binding agreement on or between the parties

4.3 All parties acknowledge that during the development of partnership work we may encounter conflicts, disagreements or varying priorities. This is part of a usual process of development (forming, storming and norming) and may require an independent dispute resolution process.

4.4 An initial sub-group is nominated as an arbitrator in such circumstances that is agreed by all relevant parties, and may include support organisations Young Manchester and Macc

5. Agreement

We, the undersigned, have agreed on the contents of this MOU. Any changes must be agreed to by all parties.

Organisation
Name
Signed
Date

Organisation
Name
Signed
Date

Organisation
Name
Signed
Date

[to be continue for all parties]