# SCOTLAND NETWORK

# Purpose

The purpose of this Network is to promote communication and collaboration between chief officers of TSIs, create a confidential discussion platform to reach articulated positions, and to seek to influence the wider policy agenda.

# Principles of Engagement

TSIs within the Network will engage with each other using the following principles:

* All our interactions will be made with respect for other members, and on a basis of trust.
* We will work collaboratively wherever possible, and provide each other with mutual support.
* We will strive to ensure that our meetings are inclusive, and all voices are heard in the Network.
* We will respect the confidentiality of Network discussions.

# Terms of Reference

## 1.0 Purpose of this document

This document outlines the remit and operation of the TSI Scotland Network.

## 2.0 Remit of the Group

The remit of the Group is to:

* Discuss issues of collective importance to TSIs and promote effective information sharing;
* Make decisions as a Network, as required;
* Produce Network policy or position statements, as required;
* Facilitate mutual support and development for Chief Officers;
* Commission research and organise events;

Liaise with the Scottish Government Third Sector Unit or other agencies on any of the above.

## 3.0 Membership

Membership is open to all Chief Officers of organisations which are part of a TSI.

Chief Officers may send a designate if they are unable to attend. The designate may also accompany them to meetings.

Meetings will be in closed session, but with agreement of Group members, the Scottish Government and other stakeholders will be invited to attend for specific agenda items.

Short life working groups or writing groups may be formed as required.

## 4.0 Frequency and Location of Meetings

The Group will meet monthly. More frequent meetings may be called if required.

Meetings will usually be held online. The Network will attempt to meet in person at least once per annum.

## 5.0 Meeting Procedure

The Chair will rotate. Chairs for the meeting will be agreed in advance.

The Secretariat function may be delegated, for example, to a seconded member of staff.

**Chairs of the TSI Network to:**

* Agree agenda with C0’s team well in advance of meeting;
* Ensure potential conflict of interests are declared and discussed;
* Take responsibility for ensuring that agenda items are dealt with effectively and proper decisions are taken and minuted;
* Ensure administrative arrangements in the terms of reference are followed;
* Take responsibility for ensuring that all views are aired and properly considered as well as curtailing discussion which is repetitive or irrelevant to the agenda;
* The Chair will be responsible for the setting of the agenda, in consultation with group members. Any group member can request that an item be placed on the agenda;

**Group members are asked to:**

* Give priority to meetings to ensure representation;
* Submit apologies in advance, if unable to attend;
* Have a nominated deputy who may attend on occasion. All substitutes should be appropriately briefed in advance of the meeting;
* Identify potential conflicts of interest and inform the chair of these prior to the agenda item;
* Contribute honestly and openly at all meetings;
* Assume that discussions are confidential to the Network unless it is explicitly agreed otherwise;
* Take responsibility for progressing actions adopted after meetings.

## 6.0 Decision Making

 It is preferable that decisions are made by consensus wherever possible.

If consensus is not possible, decisions will be made by majority vote, with one vote per TSI. If required, the Chair will have the casting vote.

Decisions and actions will be recorded within the meeting summary.

The quorum for decision-making meetings will be 50%+1 of all TSIs. For decisions to be binding, a majority of the TSIs at the meeting must be in favour of the motion, and this number must be no less than one-third of the eligible TSIs. Where there is a strong divergence of views these will be recorded and communicated to third parties where relevant.

Proxy voting is acceptable. Proxies should either be submitted to the Chair prior to the meeting, or the Chair should be notified that an alternative TSI will be acting as a proxy.

Occasionally, a decision may need to be made in between meetings by email. Decisions will be made on a simple majority of the TSIs responding unless it is deemed to be a key decision. Key decisions are those which have the potential to impact on TSI finances or their existence, or would significantly change the nature of the TSIs services and delivery. Key decisions require a majority of 50%+1 of all TSIs.

No member may speak on behalf of the TSI Network without this having been agreed by the TSI Scotland Network. The Network does not speak or act for individual TSIs, which are independent organisations accountable to their members.

TSI Scotland Network members may be invited on to a range of external forums. The TSI Chief Officer, or their staff member, should make it clear whether they are representing the TSI Scotland Network, or representing their own TSI.

## 7.0 Sub-groups and Regional Groups

The TSI Scotland Network may establish sub-groups, on either a short term or standing basis. These groups will have their own Terms of Reference, and will be accountable to the TSI Scotland Network.

The TSI Scotland Network may also choose to operate in Regional Groups of Chief Officers. The Regional Groups are independent and represent their local region. They will only speak on behalf of the full TSI Network where they have liaised and agreed a Network position with all the other regional Networks.

## 8.0 Respect and Diversity

The Terms of Reference recognise that each TSI is a sovereign body, and that there is a diversity of structure and services between members. Meetings and decision-making will operate based on mutual respect, and recognition for this diversity.

## 9.0 Review date

These Terms of Reference will be reviewed annually or more frequently if required.

## 10.0 Communications

Meeting notes and any other relevant information to be shared on the ‘SLACK platform within Chief Officers group' for scrutiny and distributed through either a dedicated email or via the Development Officer update.

**Review Date:** October 2023