

## **Social Inclusion Partnership South East (SIPSE)**

### **SIPSE MEMBERSHIP**

#### **SIPSE's Mission Statement:**

'Championing social inclusion across the South East Region'.

**SIPSE's Outcomes** are to: build capacity, provide leadership, provide or encourage understanding, provide communication & add value.

#### **The role of SIPSE's Main Committee is to:**

- develop, implement/support the implementation of, monitor & evaluate its Business Plan
- ensure it has & makes proper use of resources needed for implementation of the Business Plan
- select & properly regulate its own membership and membership of its action groups
- in part, through one of its member organisations, recruit, induct, manage, support, monitor & evaluate its Project Manager
- set up, develop, support, monitor & evaluate 3 time limited action groups (see below)
- wherever possible, encourage, support & join up relevant social inclusion work carried out by individual organisations represented around the SIPSE table
- in general, ensure its work follows proper principles around continuous improvement, equalities & diversity, partnership, representation, accountability & transparency.

Although it may call additional meetings, SIPSE's Main Committee will carry out its role through standing agenda items for its quarterly meetings and an annual away day. Properly recorded and published agendas and minutes form the crucial part of SIPSE's audit trail.

#### **Joining SIPSE**

The deciding factor in determining SIPSE's membership is the potential contribution of an agency and their representative to SIPSE's Outcomes through their participation in developing and delivering the Business Plan. Agencies interested in joining SIPSE need to contact the Project Manager, Chair or Vice Chair to discuss their contribution. The Project Manager will present written expressions of interest at the next appropriate SIPSE meeting for a decision by members and report back to the interested agency soon after.

#### **Review of Membership**

Current & potential membership will be reviewed annually alongside the review of the Business Plan, delivery of the work programme and monitoring of outcomes.

#### **Regional Partners and SIPSE**

SIPSE's regional partners are the regional statutory, voluntary and business networks/agencies working in the social inclusion field. SIPSE's regional partners appoint individuals (and an alternate) to represent them as individual members of SIPSE.

## **Person Specification**

To enable effective contribution and continuity of members to SIPSE's work programme, SIPSE's partners are asked to appoint an individual who has:

- Knowledge/experience working in the social inclusion field, preferably with a leading role in social inclusion within the appointing agency
- Commitment to improving social inclusion in the region
- Commitment to working as part of a team of people from other agencies and sectors
- Willingness to devote the necessary time and effort
- Strategic vision and an ability to think creatively
- Good, independent judgement and a willingness to speak their mind

## **Individuals – their Role as a SIPSE Member (Job Description)**

Each SIPSE Member should use their specific skills, knowledge or experience to help SIPSE reach sound decisions. This may involve scrutinising papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, other issues in which the member has special expertise.

Members support SIPSE's 3 dimensional work (from the Business Plan):

- internally, within SIPSE
- externally, as a regional body working alongside other regional partners and agencies
- supporting the work of SIPSE members within their employing organisations

The commitment and contribution to SIPSE that each individual member makes is to:

- pursue our mission statement and outcomes;
- give firm strategic direction to SIPSE, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- safeguard the good name and ethos of SIPSE;
- attend SIPSE meetings regularly or ensure that the alternate member will attend;
- act as a link between SIPSE and regional partners;
- represent SIPSE on occasions as agreed and report back on work done on behalf of SIPSE;
- support all decisions once they have been reached by SIPSE;
- be active in training & strategy meetings/away days, SIPSE action groups & conferences.

## **Membership of Action Groups**

All SIPSE Members are expected to contribute to one Action Group. In addition, Action Groups are encouraged to co-opt further members who can contribute and add value to their work (see 5.2 Composition, Clarifying The Roles & Accountabilities Of Main Committee & 3 Action Groups)