

The role of third sector *liaisers*

The role focus is on facilitating communication between statutory and Community Planning committees, working groups and partnerships, and the wider third sector. For this reason, we prefer to refer to the role as 'third sector liaison' rather than 'third sector representation'. This helps to clarify that *liaisers* cannot be expected to take decisions or make commitments on behalf of the sector, but (with **tsiMORAY's** support) to facilitate engagement of, and communication with the wider third sector.

The role of third sector *liaisers* on working groups, committees and partnerships includes specific responsibilities to:

- bring a third sector perspective to the discussions and deliberations of those groups,
- raise those groups' awareness of the existence and activities of relevant third sector organisations,
- provide an overview of relevant third sector activities, and
- facilitate two-way communication between those groups and relevant third sector organisations.

The role can only be fulfilled effectively if *liaisers* are explicitly committed to representing the interests of the whole sector, rather than that of their own organisation. It is also essential that the relevant third sector organisations trust, support and communicate with their representatives.

It is also crucial for the role and its limitations to be fully understood by colleagues in the statutory sector, and for its implementation and effectiveness to be supported. In practical terms, this may include accepting two *liaisers* to be appointed to each group (to provide mutual support, facilitate engagement with a broader range of views, and help ensure continuity) as well as circulating agendas and papers as far in advance of meetings as practicable (to allow *liaisers* to engage with wider third sector before the meeting).

Third sector forums and networks are being developed to help facilitate third sector engagement and support *liaisers* in their role.

Appointing and supporting third sector *liaisers*

Third sector *liaisers* are endorsed and supported by **tsiMORAY**, which has a statutory role in facilitating and supporting third sector engagement with the Moray Community Planning Partnership. Whenever possible, they are appointed through an open and transparent process involving the relevant third sector forum. Appointments will be made for specific lengths of term, to be agreed at the time of appointment.

tsiMORAY will facilitate communication between *liaisers* and the wider third sector through setting up and facilitating intersecting third sector forums and networks, where issues can be discussed and to whom *liaisers* can report, in person or through email, internet and social media.

tsiMORAY will intervene as needed if the role is not being fulfilled effectively and in the best interest of the third sector.

FV – 15/9/14 (updated 23/4/15)

Agreements and mandate templates for third sector *liaisers*

***Liaiser* mandate model**

tsiMORAY has asked <insert name, job title and organisation> to facilitate third sector communication and engagement with <insert name of committee, working group or partnership>.

<insert name> will be attending meetings of <insert name of committee, working group or partnership> to:

- bring a third sector perspective to its discussions and deliberations,
- provide an overview of relevant third sector activities,
- raise its awareness of the existence and activities of relevant third sector organisations,
- facilitate two-way communication with relevant third sector organisations.

<insert name> is endorsed and supported by **tsiMORAY**, which has a statutory role in facilitating and supporting third sector engagement with the Moray Community Planning Partnership and its activities.

tsiMORAY will facilitate communication between <insert name> and the wider third sector through setting up and facilitating relevant third sector forums and networks, where issues can be discussed and to whom <insert name> can report, in person or through email, internet and social media.

In the absence of previous consultation with the wider third sector, *liaisers* can ask for time to discuss issues raised at <insert name of committee, working group or partnership> with third sector colleagues before making a decision. When this is not possible, *liaisers* inability to act should be minuted. If necessary, matters can be referred back to **tsiMORAY**.

Liaiser agreement model

I agree to facilitate third sector communication and engagement with <insert name of committee, working group or partnership>.

I am committed to representing the interests of the whole sector, rather than that of my own organisation.

With the support of **tsiMORAY**, I will facilitate communication between <insert name of committee, working group or partnership> and the wider third sector through relevant third sector forums and networks, where issues can be discussed and to whom I can report in person and/or through email, internet and social media.

tsiMORAY agreement model

tsiMORAY will facilitate communication between <insert name> and the wider third sector through setting up and facilitating relevant third sector forums and networks, where issues can be discussed and to whom <insert name> can report, in person or through email, internet and social media.

tsiMORAY will also support <insert name> to fulfil the role of third sector *liaiser* in other ways, as outlined within the *liaiser* role description and mandate.