**Veterans Information Network Nottinghamshire (VINN)**

**Terms of Reference:**

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| **Aim:** | Veteran’s information Network Nottinghamshire works to enhance, wherever possible, the welfare and wellbeing of the Armed Forces and the Veteran community in Nottinghamshire, which consists of all people who are or have been regulars, reservists or cadets and their immediate families. It achieves this aim through the sharing of information and knowledge, accessible to as many individuals and groups as possible. |
| **Objectives:** | * Acting as a point of contact on behalf of local government and other agencies in Nottinghamshire for all matters relating to veteran’s policy.  In doing so, Veterans Information Network Nottinghamshire contributes to the Nottinghamshire County, District and Borough Councils’ commitment to the Armed Forces Community Covenant. * Working closely with our member organisations to get a collective and unified approach by all those who work on behalf of Veterans in Nottinghamshire.  This involves encouraging and facilitating co-operation and co-ordination between our members in order to maximise effect and minimise duplication. * We also engage with the MOD, other government departments, local government, the Confederation of Service Charities and other agencies in and around Nottinghamshire on all matters relating to Veterans policy. * Encouraging public support for the Armed Forces and our Veterans community. |
| **Membership:** | Members who represent statutory or local and national representative organisations who will work in partnership for the care and comfort and rehabilitation of all veterans, their dependents and communities in Nottinghamshire.  Membership is open to any group who is a registered company and/or has charitable status registered with the Charity Commission and who works with veterans, their dependents and communities. |
| **Steering Group** | The Steering Group is comprised of the founding partners (in the first instance) made up of charitable and statutory agencies.   * Membership of the Steering Group is reviewed every 2 years from the adoption of the Terms of Reference to ensure it remains effective and productive. * It is responsible for the strategic direction of the VINN, communication of VINN’s aims and achievements and promotion of the Network through relevant statutory and community channels. * The Steering Group is responsible for producing an annual Operational Plan for the Network.   There is a maximum of 12 organisations represented on the Steering Group at any one time.  Vacancies on the Steering Group will be widely advertised across the network as and when the situation arises. Member organisations who wish to join the steering group should contact the chair of VINN. If there is more than one request per vacancy organisations will be asked to submit an expression of interest, all proposals are considered and appropriate invitations issued. |
| **Secretariat:** | The County representative of the Royal British Legion is responsible for notification and Chairing of all meetings. |
| **Attendance:** | Steering Group members are expected to attend the meetings as arranged. Representatives from the organisations within the Steering group should be able to:   * Speak for their organisation with authority * Freely share information and knowledge to enrich the Network’s understanding of local and national policy, procedures and initiatives. * Commit their organisation on local policy, practice and resources. * Hold their organisation to account. |
| **Decisions:** | Wherever possible **VINN** attempts to come to a shared consensus agreement when the Steering Group is quorate. |
| **Quorum:** | At least 8 member organisations of the Steering Group must agree on each decision. Decisions cannot be made at meetings where less than 8 member organisations are present although the meeting may still take place. |
| **Frequency of meetings:** | The Steering Group will meet a minimum of four times per year, to include a development session.  Members do not attend the Steering Group meetings but may attend a development session to promote awareness of their services and any other general events which may be organised by the Steering Group.  The chair of **VINN** may call an extra meeting at any time by giving two weeks’ notice to **VINN** Steering Group members. |

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| **Accountability:** | Each **VINN** partner retains their own existing lines of accountability for safeguarding and promoting the welfare of vulnerable veterans by their service.  Veterans Information Network Nottinghamshire does not have the power to direct partner or other organisations. |