

**Portsmouth City of Sanctuary (PCoS) Board**  
**Terms of Reference (ToRs): September 2019 – September 2020**

**1. Aims**

1.1 The PCoS Board will provide strategic leadership to the many supporters and contributors to Portsmouth as a leading City of Sanctuary, as well as the ongoing achievement of its aims, outcomes and principles. It will do this by:

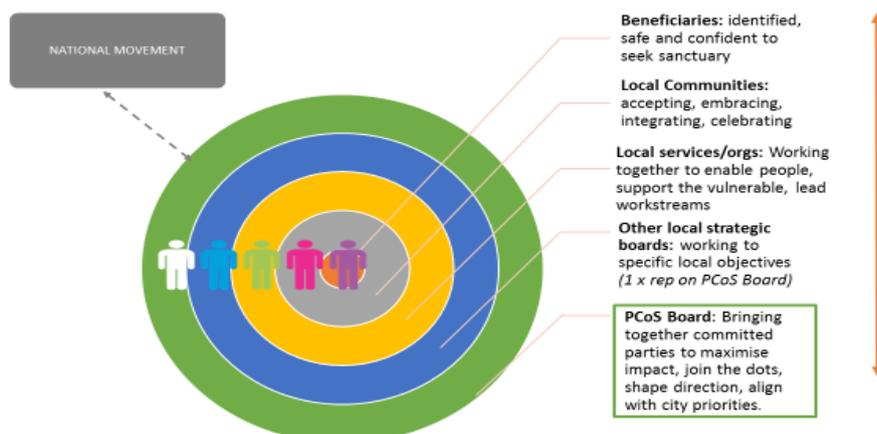
- A) *Identifying vulnerable (perhaps under-represented) population groups in the city we can genuinely support together;*
- B) *Demonstrating inclusiveness, openness and participation, helping all parties to fully engage with PCoS;*
- C) *Developing communication and raising awareness of vulnerability issues, enabling vulnerable individuals to better understand and make use of the support available to them;*
- D) *Working with partners / service providers to develop joined up support, proudly offering safety and sanctuary to anyone fleeing violence and persecution, or who is vulnerable and isolated;*
- E) *Welcoming with dignity and compassion those seeking safety and sanctuary, building work streams of action (i.e schools, libraries, churches and other places of sanctuary) and applying agreed Portsmouth specific criteria where applicable;*
- F) *Maintaining PCoS' independence and monitoring the pros and cons of its ongoing status.*

**2. Membership:**

2.1 Board membership shall reflect the role participants have in setting the direction for PCoS development, including Lived Experience; also to influence a range of other services, schools/colleges, community, faith, library, sport/culture, voluntary groups, businesses and other local stakeholders to think about safety and sanctuary within their work and ongoing activities.

2.2 Other PCoS Board representatives will come from:

- *Applicable veteran, health, education, sport/culture, and faith Boards, including the HIVE and Shaping Portsmouth;*
- *Members with Lived Experience, especially welcomed and encouraged to volunteer, lead and contribute to decision making;*
- *The voluntary/ charity/ faith/ community sector with interests in addressing vulnerability;*
- *Local business (largely via 'Shaping Portsmouth Future Together');*
- *Invited Council Officers responsible for implementing agreed commitments, and other groups/ organisations able to contribute to the work of the partnership.*



Permanent membership changes will be agreed by consensus. Workstream groups may be required to deliver specific streams/pieces of work.

### **3. Chairing arrangements**

3.1 The Board will appoint and agree key representatives, with Chair (and vice chair when available) positions possibly alternating annually. *NB: the first Chair agreed to be from the BRC.*

3.2 In the event that neither Chair nor vice chair is present (highly unlikely), the members present shall choose a chair for that meeting from amongst their number.

### **4. Quorum**

4.1 The quorum for the Board will comprise of at least six members, with sufficient present at meetings for decisions and progress to be made.. If there are fewer than this it will be deemed inquorate - matters may be discussed but no key decisions taken.

### **5. Decision making**

5.1 The Board will not make formal decisions on behalf of any organisation represented. Recommendations and proposals arrived at may also be subject to the formal decision-making processes of each represented organisation.

5.2 It is expected that decisions will be reached by consensus; however, if a vote is required any matter will be decided by a simple majority of those members voting and present in the room at the time the issue is discussed. This will be by a show of hands, or if no dissent, by the affirmation of the meeting. If there are equal votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

5.3 It is also expected that the Chair/workstream leads will continue to make routine/promotional/ administrative decisions between meetings, keeping members informed.

### **6. Affiliation**

6.1 The Board will work closely with the national CoS movement to ensure a common approach and alignment of principles, to support and advocate on behalf of the city's vulnerable groups.

### **7. Frequency & Reporting**

7.1 Public / Partnership meetings will normally be held quarterly, with provision for extra (normally smaller) meetings at the Chair's discretion. Agenda items should be forwarded to him/her at least 10 days prior to scheduled meetings and will be subject to discussion. The agenda, records and/or Outcomes of meetings will be available to the public on the website as soon as possible.

**8. Review:** These ToRs and any conflicts of interest will be reviewed at least annually.