

# Norfolk and Waveney VCSE Assembly

## COMMISSIONING AND PROCUREMENT WORKING GROUP REPRESENTATIVE

As highlighted in the VCSE Assembly Webinar, October 2025,, as part of the action plan, we are looking to produce a VCSE led peice of work regarding commissioning and procurement with the VCSE sector. This will be looking at guidance and best practice from across the system, as well as guidance developed by other systems, and creating a bespoke Norfolk and Waveney plan.

### **Commissioning and Procurement – Action Plan**

Goal:

Make it easier and more effective to commission VCSE organisations by embedding social value and impact into how decisions are made.

Key Actions:

- Create a Shared Framework
- Work together with ICB and ICS colleagues to design a commissioning framework that clearly shows the social value VCSE organisations bring.
- Develop clear practical guidance and examples of best practice to help commissioners support VCSE organisations effectively.
- Support Innovation and Legal Compliance
- Collaborate with procurement teams to find ways to encourage innovation while staying within procurement laws.
- Share and Improve Best Practice
- Set up a regular forum where commissioners can:
  - Share what's working well
  - Raise and resolve issues
  - Listen to provider concerns
  - Be held accountable for delivering best practice

### **Role Profile**

We are looking for a small group that brings a range of experience to help pull together this piece of work.

We encourage expressions of interest from VCSE sector colleagues from a range of organisations, and are keen to have representatives that reflect the diverse nature of our sector.

We are keen to have at least one VCSE representative with extensive experience in delivering commissioned services via the ICB and/or similar public sector bodies.

We are also keen to have at least one VCSE representative with limited experience, but can bring the experience of working for a smaller VCSE organisation.

We feel the voice from those who don't currently bid for commissioned contracts are valuable, to help understand how this work could help encourage those to bid for tenders in the future.

Criteria:

- Work/experience working for a VCSE organisation, within Norfolk and Waveney system
- Be comfortable working in collaboration with other VCSE colleagues and staff from the ICB and ICS.
- Have good knowledge of the VCSE sector and the challenges it faces.
- Be able to provide solutions to drive the work forward

Value	Behavioural Expectation
Partnership & Collaboration	Actively promote multi-agency working, seeking consensus and representing the diversity of the VCSE sector, not just their own organisation's interests.
Integrity & Trust	Maintain confidentiality where required, be transparent in decision-making, and be an honest broker between the ICS and the VCSE sector.
Inclusion & Equity	Champion approaches that reduce health inequalities, proactively bring forward perspectives from underserved communities, and challenge non-inclusive practices.
Influence & Accountability	Use expertise to constructively challenge existing policies, hold the ICS to account for genuine engagement, and report back clearly to the VCSE Assembly on progress and decisions.

### **Time Commitment and Reimbursement**

Minimum 3 sessions within 12 weeks.

VCSE Representatives will be remunerated for their time and expertise. In line with the VCSE Assembly policy, VCSE representatives will be paid £150 per session to support this work. This will be agreed prior to starting the work by the VCSE Assembly Chair. The VCSE representative will be responsible for invoicing for time, as per VCSE Assembly remuneration policy.

A session may include workshops, reading, prep and meetings. A session will be no longer half a day.

All representatives will be selected by the VCSE Assembly Chair and Strategy Group membership.

The process will be via an expression of interest. No more than one side of A4, highlighting your skills, and experience for this role.

Interviews may take place to provide an open and transparent process to recruit representatives.

All expressions of interest should be submitted via email to [nwicb.vcseassembly@nhs.net](mailto:nwicb.vcseassembly@nhs.net) by Monday 17<sup>th</sup> November 5pm.

Any questions, please get in touch with the VCSE Assembly Chair, Tim Gardiner on [tim.gardiner@nhs.net](mailto:tim.gardiner@nhs.net)