



SOT YOUTH COLLECTIVE (SOTYC) **TERMS OF REFERENCE (TOR) 2024/25**

The purpose of these Terms of Reference (TOR) is to set out the aims & values of the Stoke-on-Trent Youth Collective (**SOTYC**) and outlines the roles and responsibilities of members in their collaboration and commitment to the movement.
*'Refer to **SOTYC** Strategy document*

The **SOTYC** is a non-political movement with no agenda other than to increase positive outcomes for young people in the city.

OUR 'DNA' is based on **relational values**. Everything we 'do' & 'are' comes out of '**relationship**'. We are an **inclusive** movement that has **authenticity** at its core. We value **authentic partnerships & generous leadership** built on **collaborative** approaches that serve the intentional vision of the **SOTYC**.

We are not a corporate or statutory body with a strategic board removed from daily operations but are led by an experienced and active Leadership Team (LT), who have demonstrated a firm commitment to the **SOTYC's** vision over time.

WE MODEL THIS BY;

FREE MONTHLY NETWORKING BREAKFASTS

Taking place across the city on the last Friday of each month hosted by our member network. This is an opportunity for members to connect face to face, promote their work and keep informed of everything **SOTYC**!

WhatsApp GROUP

A positive environment where members connect digitally to post opportunities, promote working with young people and share good news stories. It's also a platform for **SOTYC's** LT to share updates in between monthly breakfasts.

PODS (PLACES OF DEVELOPMENT)

Active working groups facilitated by network volunteers and 'sector experts' to develop the 'purpose driven' projects of the **SOTYC**.

SHAPE YOUR GEN. Speak up Squad

The 'Youth Voice' of the **SOTYC** made up of members 'Youth Voice' groups that co-design the purpose driven 'youth facing' projects of the movement.

SOTYC IS A 'VALUES LED' CITYWIDE MOVEMENT TO:

- Resource & support each other, adding value to our local youth work offer
- Provide programmes that are 'community-led' with youth voice at its core
- 'Connect the dots' on youth services to identify and fill gaps
- Create dynamic youth projects that stand for innovation and excellence
- Value the knowledge, 'lived experience', and talent within our communities
- Promote generous leadership and authentic partnerships across communities
- Deliver consistent & connected support 7 days a week
- Regenerate & transform local spaces to bring economic prosperity
- Create Youth Hubs (ENDZ) within each of the 6 towns within the city
- Start with modelling our 1st 'ENDZ' in the City Centre
- To bring investment into the city that benefits young people
- To have transparency regarding funding collaborations and consortiums

OURPASSIONFRAMEWORK

WEBELIEVE

- in 'collaborative' working
- in authentic partnership & generous leadership
- in our city and promoting multi-agency connections
- in longevity, consistency & commitment to the cause
- in the potential of young people
- in the voice of young people to shape their world
- in improving life chances for young people
- that every individual has the 'power to change'
- in challenging youth culture
- in psychologically informed environments
- in making a difference with intentional kindness
- in a positive mindset (what we CAN DO, not what WE CAN'T)
- in focussing on 'what we HAVE GOT', not what we HAVEN'T
- in transformation through OPPORTUNITY & PURPOSE.

- in individual value, dignity, significance & belonging

OURMEMBERS

The **SOTYC** is made up of 3 strands of involvement:

MEMBERS NETWORK

The members network is the general membership of the **SOTYC** where members can connect to other youth focused organisation members through our WhatsApp group, FREE relational monthly breakfasts & training program.

LEADERSHIP TEAM (LT) **invite only**

The LT oversees & protects the vision & 'DNA' of the **SOTYC** whilst driving forward its purpose driven projects. Individuals from our Members Network are invited to the LT based on their input, consistent presence and commitment to the **SOTYC**. This is NOT based on gender, faith, ability, ethnicity or culture. However, the **SOTYC** aspires to have a LT that is representative of the communities and young people it serves.

PODS (Places of Development) - Working Groups

PODS are specifically set up to develop, monitor and evaluate the **SOTYC's** 'purpose driven projects' and are made up of volunteers from **SOTYC** members and 'sector experts' relevant to each project.

For roles, responsibilities and expected commitments of each strand please refer to 'SOTYC Members Roles & Responsibilities' document

YOURMEMBERSHIP

Membership of the **SOTYC** is actioned by reading this 'Terms of Reference' (TOR) document, which contains a due diligence statement regarding the member organisation's policies & procedures, and completing this link [SOTYC membership renewal 2024/25](#)

SOTYC members delegate responsibility to the **SOTYC** Leadership Team (LT) to make decisions on behalf of the **SOTYC**.

Members are invited to contribute to the Whatsapp group, monthly breakfasts (including hosting the breakfast at your venue), PODS and **SOTYC** feedback surveys. Members can also provide constructive feedback and contribute to LT meeting agenda items / AOB by emailing sotyouthcollective@gmail.com

OUR RULES

To ensure a positive, inclusive, safe space that upholds our values we ask all members to adhere to the following;

- Membership is only accepted when a membership organisation agrees to and signs the TOR via the membership renewal link..
- Adhere to the rules on the Whatsapp group, which are

Please post

- ✓ activities / clubs & wider opportunities for young people to access
- ✓ funding opportunities
- ✓ volunteering & job adverts
- ✓ youth events
- ✓ youth showcases
- ✓ A general ask for support for a young person
- ✓ signposting / support networks for young people

- ✗ no research surveys
(see FYI below)
- ✗ no business adverts
- ✗ no personal fundraising
- ✗ no excessive & repetitive posting of adverts
- ✗ no personal conversations or referrals (please contact members direct)
- ✗ no defamatory or inflammatory comments towards any persons or organisations that deceive others & / or contain offensive, threatening, abusive or hateful content .
- ✗ no posting of profanity or negative narrative
- ✗ no posting of sexually explicit material or violent content
- ✗ Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age

FYI : any consultation or surveys that you may want to disseminate must be sent to the sotyouthcollective@gmail.com for the LT to plan in with the wider strategy to avoid duplication or saturation.

We ask that anyone who participates in this group chat shows courtesy, kindness, and respect towards all members of our community.

By participating in this group chat, you agree to abide by these guideline

If a member's actions are deemed to intentionally contravene the ethics, purpose, or values of the **SOTYC**, then that member may be required to forfeit their **SOTYC** membership. However, where possible & appropriate, the LT would seek to meet with the member and provide nurturing opportunities during a period of forfeit, for the network member to identify and resolve.

OUR RESPONSIBILITIES

The main responsibility of the **SOTYC** is to support the youth sector to best support young people in Stoke-on-Trent. The **SOTYC** will only work with members who provide evidence that they have robust policies, procedures, and quality assurance systems in place to ensure there is integrity to our work.

This is evidenced by:

- Children's Safeguarding Policy in line with local safeguarding board procedures
- Equality and Diversity Policy
- Health & Safety Policy
- Organisational Staff having minimum Level 1 Safeguarding training (renewed within 3 years)
- A suitable Disclosure and Barring Service check (renewed within 3 years)

It is in our remit to support and provide assistance to the wider network / smaller organisations to ensure they have these processes, policies and procedures in place where they don't already exist.

Responsibilities of the Stoke-on-Trent Youth Collective (SOTYC)

The primary responsibility of the SOTYC is to strengthen the youth sector in Stoke-on-Trent, enabling it to better support young people across the city. To maintain integrity and high standards in our collective work, the SOTYC will only collaborate with organisations that can provide evidence of robust policies, procedures, and quality assurance systems.

As part of our role in managing the UTH City app and fulfilling our responsibilities, we distinguish between two categories of engagement: **Members** and **Trusted Organisations**.

Members

Members are organisations or professionals who have agreed to the SOTYC Terms of Reference and signed the Membership Agreement. Their services are promoted via the UTH City app, enabling young people and their families to engage with them directly for support.

The Terms of Reference must be signed by a **senior representative** of the organisation, such as a **CEO, Director, or Trustee**, to confirm organisational commitment to these standards.

This is evidenced by::

- A **Children's Safeguarding Policy** aligned with local safeguarding board procedures
- A **Health & Safety Policy**
- An **Equality and Diversity Policy**
- An **organisational staff training programme**, which includes:
 - Minimum **Level 1 Safeguarding training**, renewed every three years
 - **Prevent training**, renewed regularly
 - **Disclosure and Barring Service (DBS) checks** appropriate to each staff member's role

Evidence of policies, procedures, and DBS information may be requested at any time to ensure ongoing compliance and safeguarding standards.

We recognise that some smaller or emerging organisations may require support to meet these requirements. It is within our remit to assist members of the wider network in developing and implementing appropriate policies, procedures, and quality assurance frameworks to ensure safe and effective practice.

Trusted Organisations

Trusted Organisations are well-established, publicly recognised services (e.g., CAMHS, leisure centres etc) that are widely used in the community. These organisations provide valuable activities or support but have not formally agreed to the SOTYC Terms of Reference or signed the Membership Agreement.

While their services may be **signposted** via the UTH City app, engagement with these services should involve informed decision-making by parents/carers or professionals, particularly in assessing suitability and safety for the young person.

If you have any concerns about an organisation or service listed on the app, please don't hesitate to get in touch with us.

OURACCOUNTABILITY

The **SOTYC** will report progress to members where requested / required. Members will hold each other accountable in upholding the values and integrity of the membership.

Leadership Team (LT) meetings will take place on a regular basis. Agenda items will be made available prior to each meeting so that members have the opportunity to contribute. LT decisions will be communicated to members following each meeting and actions will be documented and tracked.

OURMATERIALS&INTELLECTUALPROPERTY

All materials and property included in this agreement shall remain the intellectual property of the respective party producing such items.

Unless written notice is provided no intellectual property shall exchange ownership during the term of this agreement. Sharing of intellectual property must comply with data protection and GDPR.

OURCONFIDENTIALITY

All members acknowledge that during the term of this agreement they may become aware of information that is considered confidential or private in nature. By acknowledging the above members also agree to keep all information obtained during the term of this agreement private as deemed so. This should be reinforced at the beginning of every **SOTYC** Leadership Team meeting.

CONFLICTRESOLUTION

Any complaint or resolution of disagreements between members should be dealt with swiftly and amicably on a 1:2:1 basis between parties involved / or with LT mediation if requested by both parties to foster positive working relationships within the network.

Any complaints made from the a **SOTYC** member to the LT regarding an individual LT member should:

- Initially, send an email expressing any concerns to sotyouthcollective@gmail.com - from which the nominated LT members will determine an agreed response from the LT team

- Following any formal emails, if appropriate, an opportunity to meet 'in person' with both conflicting parties with independent mediation & 1/2 members of the LT in attendance for transparency and accountability will be offered as a resolution, fostering our relational DNA & maintaining trust.

As a relational movement we do not operate like a HR department in the workplace and as such as a movement with 'relationship' key to our core values we do not operate meetings / operations regarding conflict where not 'every person is in the room'. We seek to promote a healthy restorative relational culture using a face to face professional approach, with mediation, to maintain trust

AUTHORISATION

This **TOR** is not a legal undertaking. The signatories will abide by the terms to reflect the DNA of the collective & reach the objectives stated in the **SOTYC** Terms of Reference, by striving to do their best.

TERMOFAGREEMENT

TORs will be reviewed by the **SOTYC**, and signed annually, by members.

TERMINATIONORAMENDMENTS

Any member can cancel their involvement and engagement with this TOR at any time by emailing sotyouthcollective@gmail.com