



Derby City of Sanctuary Network – Terms of Reference

1. Name

The network shall be known as Derby City of Sanctuary (Derby CoS)

2. Purpose and Aims

Derby City of Sanctuary exists to build a culture of welcome, inclusion, and safety for people seeking sanctuary in Derby. In line with the national City of Sanctuary vision, our aims are to:

- Promote the inclusion and welfare of refugees, asylum seekers, and other migrants
- Encourage and support organisations and individuals across sectors (education, arts, culture, faith, business, etc.) to become active participants in creating a culture of welcome
- Facilitate collaboration, knowledge sharing, and mutual support among members
- Advocate for policies and practices that support people seeking sanctuary

The specific aims of Derby City of Sanctuary are to:

- To build a culture of welcome for those seeking sanctuary in Derby and the surrounding areas
 - Share relevant information among its members to promote good practice and opportunities for partnership working
 - To encourage organisations in Derby to take their own steps towards building a culture of welcome for sanctuary seekers, including applying for sanctuary awards to acknowledge and celebrate their progress
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3. Principles

All members of the Derby City of Sanctuary network agree to:

- Support the national City of Sanctuary Charter and uphold its values of inclusivity, solidarity, and compassion
 - Work in partnership with others to promote sanctuary in Derby
 - Respect diversity and the lived experiences of sanctuary seekers
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4. Activities of the Network

Derby City of Sanctuary will commit to the following activities:

- Hold a minimum of 4 network meetings each year (either in person or online) bringing together member organisations to provide updates, share good practice and promote the work of the network
 - Communicate relevant information to its membership through emails, social media and other relevant communication platforms
 - Promote the work of the network to the wider Derby community through the Derby City of Sanctuary website and social media channels
 - Provide local input into the sanctuary award process, including promoting the awards and taking part in awarding panels
 - Facilitate sub-groups within the network to create opportunities to focus on specific areas of work
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5. Membership

Membership is open to organisations, groups, and individuals who support our aims and principles, including but not limited to:

- Voluntary and community sector organisations
- Faith-based groups
- Arts and culture organisations
- Education providers
- Local businesses
- Individuals with lived experience or allies

Becoming a member organisation:

- Organisations may join by completing a simple membership form and agreeing to the ToR
- Organisations must include details of 2 contacts (staff or volunteers) on the membership form who will represent the organisation within the network
- Membership is voluntary and free unless otherwise agreed

Becoming an individual member:

- Individuals may join by completing a simple online membership form and agreeing to the ToR
- Membership is voluntary and free unless otherwise agreed

Responsibilities of Members:

- Actively promote and uphold the values of sanctuary

- Engage in network activities and meetings where possible – for member organisations, at least one representative should aim to attend each network meeting
- Share relevant updates and opportunities with the network
- Engage in sub-groups where relevant

Ending Membership:

- Members can withdraw at any time by notifying the network
 - The Steering Group reserves the right to end a membership if a member acts against the principles or brings the network into disrepute
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6. Governance Structure

Steering Group:

A voluntary Steering Group will be responsible for coordinating the network. It will:

- Consist of representatives from across the membership sectors
- Ensure at least 50% of its membership have lived experience of seeking sanctuary.
- Meet quarterly (or as needed)
- Ensure accountability and alignment with national City of Sanctuary guidance
- Review and update the ToR periodically

Decision-Making:

- The Steering Group will aim to make decisions by consensus
 - Where consensus cannot be reached, a simple majority vote may be used
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7. Communications

The following processes for communications will be followed:

- A shared mailing list will be used for regular updates
 - A designated contact point will be maintained
 - External communications (press releases, social media) will reflect the shared values of the network
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8. Finances

Where the network receives any finances for its work or activities related to its purpose and aims, these funds will be held by a member organisation, agreed by the Steering Group.

The current named organisation holding funds for Derby City of Sanctuary is **Upbeat Communities**.

The named organisation holding the funds will be reviewed annually by the Steering Group.

9. Safeguarding and Inclusion

All members are expected to operate within appropriate safeguarding practices, particularly when engaging with people with lived experience. Inclusion, safety, and dignity are paramount in all activities.

Network Meetings & Steering Group Meetings:

- The Steering Group will adopt the safeguarding policy and procedures of a named member organisation to cover network and steering group meetings
- The current named organisation whose policy and procedure will be adopted is **Upbeat Communities**.
- The named organisation whose policy is adopted will be reviewed annually by the Steering Group.

Wider Network Activities:

- Each member organisation taking part in any wider network activities shall adhere to their own safeguarding policies and procedures
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10. Complaints Procedure

Any complaints regarding the actions of the network or conduct of individuals involved in any events or activities organised by Derby City of Sanctuary, can be raised in writing to the Derby City of Sanctuary Steering Group, by emailing hello@derby.cityofsanctuary.org

The steering group will review the complaint and respond within a reasonable timeframe (no more than 4 weeks after the complaint has been raised).

If the complaint relates to a specific staff member, volunteer or representative of one of the membership organisations, the complaint needs to be raised directly with the organisation in question, and cannot be dealt with by the Derby City of Sanctuary Steering Group.

11. Review

This Terms of Reference will be reviewed annually by the Steering Group and can be amended with the agreement of the majority of members.

Terms of Reference Version	Adopted
V1	02/07/25 (at Derby CoS Network Meeting)