

Gwent Supporting People Provider Forum

Terms of Reference October 2012

FINAL VERSION

1. Values

- The Gwent Supporting People Provider Forum (Forum) will at all times strive to be:
 - solution-focussed;
 - sharing;
 - open and inclusive;
 - transparent;
 - anti-discriminatory;
 - equality across providers

2. Aims

- To ensure that Support Providers have a legitimate collective vehicle through which to constructively influence the development of the Supporting People programme in Gwent and share information.
- To hold to account Support Provider representatives on the Regional Collaborative Committees.

3. Objectives

- To share information and exchange views on local, regional and

national developments, in respect of Supporting People (SP).

- To share supported housing, and housing-related support, best practice.
- To collate and relay the Provider perspective, on local SP commissioning processes, to the Regional Collaborative Committee and any other relevant information sharing or decision making fora.
- To provide an arena where links to other strategies can be discussed and developed.
- To celebrate and publicise positive achievements.
- To provide an environment where organisations can make contact and network as appropriate.
- To build and maintain a constructive and effective working relationship between Providers and the SP teams.

4. Membership of group

- Gwent Support Providers, currently in receipt of Supporting People funding, and contracted to provide eligible services in Gwent.
- Other relevant stakeholders will be invited to attend, as and when agreed to be necessary and appropriate.
- Supporting People Officers will be invited to the group as and when agreed to be necessary and appropriate, with the exception of the Regional Development Officer or equivalent officer who will be expected to provide coordination and administrative support.

5. Frequency of meetings

- The Forum will meet approximately every 12 weeks, to match the frequency of the Regional Collaborative Committees and will usually take a half day.
- Dates will be circulated in advance at the beginning of the year, aimed to coincide with three weeks prior to RCC meeting

6. Format of meetings

- An Agenda will be sent out by the Chair or the Gwent Regional officer a minimum of 6 days before the meeting.

- Standing Agenda Items will be:
 - Welcome and introductions
 - Regional Collaborative Committee Update from the Support Provider Representatives
 - Workshops or Presentations; which will be facilitated by the Chair and Deputy Chair or Forum members or invited guests.
 - Information sharing session
 - Any other Business
 - Date of Next Meeting

7. Chairing arrangements

- A chair and Deputy chair (chairs) will be elected by Forum members and should be senior representatives of Provider member organisations.
- The Chairs will hold office for a three-year period.
- The Chair or Deputy Chair should not be current Provider Representatives on the RCC.
- The Chair will assume particular responsibility for facilitating and enabling necessary joint working between the SP Team, the Forum and the Joint Homelessness & SP Planning Groups.
- The Chair will provide assistance to, and advocate for other members of the Forum, as and when necessary.
- A member of the forum who wishes to stand as a candidate for the office of Chair should send confirmation of their intention to stand and an accompanying pen picture (max 250 words) to the Regional Development Officer, a minimum of 3 weeks before the meeting in which the nomination for Chair will take place.
- If only one nomination is received for a position then without reference to the wider membership of the group they will automatically be appointed as Chair and their appointment confirmed at the next meeting; a further nomination for Deputy Chair will be sought at this meeting.
- If multiple nominations are received then the Regional Officer will send the list of candidates and their supporting information out with

the agenda, and a secret ballot will take place during the next meeting to determine the office holders (one vote per agency). The successful candidate(s) will be determined by simple majority; the candidate with the most votes will be Chair, the Candidate with the second highest amount of votes will be the Deputy Chair.

- The Deputy Chair will Chair the meeting in the absence of the Chair.

8. Practice roles and responsibilities

- It is the responsibility of the SP regional officer to facilitate the Forum and provide an appropriate venue, services and administrative support for its meetings.
- Members will not use the Forum as an arena for the airing of individual concerns or complaints.
- Members will actively participate in the Forum and commit to regular attendance. In circumstances when attendance is not possible, members will make every effort to arrange for a delegated representative to attend.
- The Chair, Deputy Chair and Regional Development Officer will meet before each Forum, to agree the Agenda, if necessary. Provider Representatives will be invited to contribute to the Agenda.
- Agendas will be sent out to Forum members at least 6 days prior to the date of the meeting.
- The notes of Forum meetings will be sent out to all members within a calendar month of the date of the meeting.

9. Equalities

- The Forum will not tolerate any form of discrimination or prejudice and any such behaviour will result in exclusion from the Forum.
- The Forum will be held in an accessible venue.

10. Review

- Terms of Reference for the Forum will be reviewed and, where necessary revised, every 3 years, or sooner as required.