

## Supporting People

### Bradford Supporting People Strategic Core Group

#### Terms of Reference-amended October 2007

The Supporting People Strategic Core Group (SPSCG) Terms of Reference cover the following:

1. **The aim of SPSCG**
2. **The objectives of SPSCG**
3. **Roles and responsibilities**
4. **Membership**
5. **Meetings**
6. **Confidentiality and Conflicts of interest**
7. **Access to papers and minutes**
8. **Decisions and disputes**

#### 1. **Aim**

The aim of the SPSCG is to oversee the implementation and development of the Supporting People programme in the Bradford District.

#### 2. **Objectives**

- 2.1 The role of the SPSCG is to establish agreement between the partners and stakeholders and make recommendations to the Commissioning Body.
- 2.2 The SPSCG is responsible for the following functions:
  - Driving forward the progress of the programme and improvements across the Bradford District.
  - To identify development / commissioning opportunities and ensure strategic linkages between different funding streams and programmes across the district.
  - To identify and promote best practice and seek to support innovation.
  - To oversee, assess and monitor the progress of the Supporting People five year strategy, annual plans and the work of the Supporting People Team.
  - To make recommendations regarding Supporting People policy and practice.
  - To facilitate engagement of service users and identify opportunities for improvement.

- To oversee and contribute to the development of the programme by identifying strategic priorities and ensuring effective processes for consultation.
- To work in partnership with other members and strategic partners to ensure a good fit for the Supporting People programme.
- To participate in and consider the effects of wider sub-regional and regional developments, with regard to Supporting People and other relevant policy areas.

### **3. Roles and responsibilities**

- Members will analyse information and bring expertise from their service areas.
- Members will engage in and monitor the effectiveness of partnership working.
- Provider representatives on SPSCG will be responsible for feeding back to provider forum and representing the views of the provider forum to SPSCG.
- Provider representatives with voting rights shall ensure they represent the views of the wider provider forum (see 4.2 and 6).
- Each member shall comply with their organisations code of conduct.
- Members must comply with confidentiality and conflict of interest requirements (see 6).
- Members will act as SP 'champions' within their organisations.

### **4. Membership**

#### **4.1 The SPSCG membership will include:**

- Representatives from strategic commissioners across the district:
  - Three from Safer Communities service areas,
  - One from Children and Young People's Service areas
  - Two representing Adult Services
- Provider representatives, as elected by the Provider Forum – five in total.
- One representative from Housing Strategy section
- One representative from Housing Development and Enabling section
- One representative from Access to Housing
- One representative from Safe Guarding Adults
- One representative from public health
- The SP Accountable Officer and SP Lead Officer
- One Representative from the Criminal Justice Systems-West Yorkshire Probation.
- Service users (direct or advocacy representation).

In addition other members of the SP team may attend meetings of the SPSCG when required.

Representatives from relevant service disciplines and areas may be asked to attend meetings when necessary however they will not have voting rights.

#### **4.2 Voting rights**

Each attending representative as listed above in paragraph 4.1 of the SPSCG will have one vote  
Those people attending on special invitation will not have a vote.

4.3 ***The SPSCG will be quorate with 60% voting members in attendance.***

## **5. Meetings**

5.1 The SPSCG shall meet a minimum of once every two months. Where possible these meetings will be timed to fit within the Supporting People Commissioning Body meeting cycles to ensure good communication between the two bodies.

5.2 Meeting agendas will be drafted by the Chair and Supporting People Team. It is the responsibility of members to contribute agenda items. Standing items include:

- Conflicts of interest.
- Service review, performance monitoring and financial reports.
- Provider Forum feedback.
- Sub-groups.
- Work plan.

**5.3 The Chair will be the representative of the Probation Service in the event they are unable to attend a meeting they will appoint a temporary chairperson and failing this the meeting will elect a chairperson on the day of the meeting.**

5.4 The SP Team will service the SPSCG. They will minute meetings and will aim to ensure that all members receive all relevant papers (agendas, reports etc) one week prior to the meeting.

5.5 Members of the SPSCG should ensure that they send apologies for meetings they cannot attend. Failure to attend two consecutive meetings without apology will be raised with the relevant department / organisation.

5.6 Members should make every effort to attend for continuity and development reasons. Members may nominate a substitute to attend meetings however this is discouraged. Any nominated substitute must be able to reflect the particular member's area of representation and be aware of any on-going issues under discussion at the SPSCG.

5.7 Sub-groups of the SPSCG may be formed as required in order to develop specific areas of work. The formation of sub-groups will be discussed and agreed at a meeting of the SPSCG and membership for the group and terms of reference (TOR's) will be formalised before the group is formed. These Sub-group meetings will be minuted and the minutes prepared, agreed and presented at the first available Core Group Meeting.

5.8 These terms of reference will be reviewed annually.

## **6. Confidentiality and Conflicts of Interest**

- 6.1 The SPSCG will at times need to consider confidential information. Members are responsible for maintaining this confidentiality where specified.
- 6.2 Members are responsible for declaring any conflict of interest prior to the meeting. The group will determine whether any declared conflict of interest results in exclusion from part or all of the meeting.

## **7. Access to papers and minutes**

- 7.1 The SPSCG minutes and related papers are public documents and will be distributed and available on relevant websites as appropriate. The SPSCG membership and representation will also be made publicly available.
- 7.2 In instances where documents contain confidential or commercially sensitive information, they will not be made publicly available and members must adhere to and uphold this.

## **8. Decisions and disputes**

- 8.1 The majority of decisions will be made by reaching consensus between SPSCG members. In the event of a disagreement, members with voting rights (as detailed at 4.2) will take a vote. In the event of a split vote, the Chair will have the casting vote.
- 8.2 The Commissioning Body shall be made aware in instances where SPSCG decisions have required a vote or casting vote.