

Bradford Joint Supporting People Provider Forum (BJSPPF)

Terms of Reference

Membership

To be open to every provider of housing related support in Bradford & District and representatives of the Supporting People Team.

Roles & Responsibilities of Chair

The Chairperson will be a provider representative. It will be the responsibility of the Chairperson to set the agenda for meetings and, wherever possible to include items that have been requested by the membership.

It is incumbent on the Chairperson to ensure that the aims and objectives of the group are met in an inclusive, equitable and transparent way.

Roles & Responsibilities of Vice Chair

The Vice Chair will be a provider representative.

In the absence of the Chair, the Vice Chair will assume the Chairperson's responsibilities as above.

Elections

Chairperson

Nominations for the position of Chair shall be sought from the membership on an annual basis. Where there is the need for an election this shall be undertaken by a simple show of hands.

Election of Vice Chair

The Vice Chair shall be elected using the same process as that used for the position of Chair.

Election of Representatives to the Supporting People Core Group

Nominations for the five positions shall be sought from the membership of the BJSPPF on an annual basis. Where there is a there a need for an election this will be undertaken by a simple show of hands.

Aims

1. To provide a platform for providers to share their views and explore common issues regarding the Supporting People programme.
2. To establish a two way dialogue between service providers and the Administering Authority in order to enhance partnership working.
3. To provide a clear link to between the BJSPPF and Yorkshire and Humberside Regional Provider Forum and the National Supporting People Forum.

Objectives

1. To nominate and elect representatives to the Supporting People Strategic Core Group.
2. To advise nominated/elected representatives and the local authority of the views of the sector on a broad range of issues relating to Supporting People.
3. To receive reports from nominated/elected representatives on discussion/recommendations agreed at the Bradford Supporting People Strategic Core Group.
4. To share information regarding local, regional and national developments.
5. To enable provider views to be taken into account in the formulation of local Supporting People Strategies and Policies.
6. To share a wide range of information designed to improve services and best practice in service delivery.
7. To enable providers to submit a co-ordinated response to local, regional and national consultations.

Decision Making/Voting

It is expected that decisions will be reached by consensus amongst the providers present. This does not preclude reaching a decision by voting under exceptional circumstances.

Where voting is required, all provider members present at the meeting will have an equal vote. The Chair will hold a casting vote if necessary.

Supporting People Team Members will not take part in any vote although it is expected that they will be involved in debates that will end in decision-making.

No decision can be made that contravenes the responsibilities of the Bradford Metropolitan District Council or its partners in Health and Probation.

Minutes and Papers

Minutes of meetings are to be taken. The Chairperson is responsible for organisation and distribution of minutes.

Minutes shall be posted on the SP website two weeks from the date of the meeting and will be circulated with the agenda to the Joint Provider Forum email list two weeks before the next meeting.

Any papers for distribution with the minutes and agenda must be sent to the Chair 3 weeks before the meeting.

Confidentiality

There may be occasions when confidential issues are raised. Confidential issues are likely to be those concerning commercially sensitive information, individuals and or organisations. The membership must take care to protect the confidentiality of all forms of information disclosed directly or indirectly within the forum.

Confidentiality may be requested by an individual provider and/or the meeting may agree that specific information is to be treated as confidential. This may include a request that no minutes are taken in respect of the confidential item and that the information is not shared in any other way outside the meeting.

Frequency of Meetings

Meetings will be held quarterly.

In some circumstances it may be necessary to hold additional special meetings.

Review of Terms of Reference

Terms of Reference will be reviewed annually or earlier if required.

Reviewed June 2008