

Gwent Regional Provider Forum

Terms of Reference April 2015 FINAL VERSION

1. Values

- The Gwent Regional 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, SP teams and the Gwent RCC.

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.

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 when possible.

6. Format of meetings

- An Agenda will be sent out by the Cymorth Cymru a minimum of one week (where possible) 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, supported by Cymorth Cymru 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 Cymorth Cymru, 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 Cymorth Cymru 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 Cymorth Cymru 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 one week 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.