

## Vale and Cardiff Regional Provider Forum

### Terms of Reference

#### 1. Regional footprint

- 1.1. The Vale and Cardiff region includes Cardiff and the Vale of Glamorgan.

#### 2. Values

- 2.1. The Vale and Cardiff Regional Provider Forum will at all times strive to be:
  - Solution-focussed;
  - Sharing;
  - Open and inclusive;
  - Transparent;
  - Anti-discriminatory;
  - Equality across providers

#### 3. Aims

- 3.1. To ensure that support providers have a legitimate collective vehicle through which to share information and constructively influence the development of the Housing Support Grant and the broader Housing Support Programme<sup>1</sup>.
- 3.2. To inform, receive updates from and hold to account Support Provider and Landlord Representatives on the Regional Housing Support Collaborative Groups.

#### 4. Objectives

- 4.1. To share information and exchange views on local, regional and national developments, in respect of the Housing Support Grant. (HSG).
- 4.2. To collate and relay the Provider and landlord perspective, on local HSG commissioning processes, to the Regional Housing Support Collaborative Group (RHSCG) and any other relevant information sharing or decision-making fora.
- 4.3. To act as a conduit for local housing and homelessness forums to feed into regional and national developments, inclusive of but not limited to Cymorth and the RHSCG, by way of the regional provider forum and its representatives.
- 4.4. To provide an arena where links to other relevant policy and strategies can be discussed and developed.

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<sup>1</sup> Housing Support Programme: This is defined in the Welsh Government's Housing Support Grant guidance, which states that the Housing Support Programme encompasses both the statutory homelessness duty funded through the revenue settlement and the non-statutory housing support preventative services funded through the HSG.

- 4.5. To celebrate and publicise positive achievements and share homelessness and housing-related support best practice.
- 4.6. To provide an environment where organisations can make contact and network as appropriate.
- 4.7. To build and maintain a constructive and effective working relationship between providers and the Vale and Cardiff RHSCG.

## **5. Membership of group**

- 5.1. Not-for-profit support providers, currently in receipt of Housing Support Grant funding or other relevant homelessness and housing support funding<sup>2</sup>, and contracted to provide eligible services in this region.
- 5.2. Social landlords who either deliver HSG services or provide properties for the delivery of homelessness and housing support services in this region.
- 5.3. Regional provider forums are open to both members and non-members of Cymorth Cymru (including in-house LA providers).
- 5.4. Other relevant stakeholders will be invited to attend, as and when agreed to be necessary and appropriate.

## **6. Frequency of meetings**

- 6.1. The Forum will meet approximately every 12 weeks, to match the frequency of the RHSCG meetings.
- 6.2. Dates will be circulated in advance at the beginning of the year, aimed to coincide with two weeks prior to RHSCG meeting when possible.

## **7. Format of meetings**

- 7.1. An agenda will be sent out by Cymorth Cymru a minimum of 1 week before the meeting.
- 7.2. Standing Agenda Items will be:
  - Welcome and introductions
  - Regional Housing Support Collaborative Group 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

## **8. Chairing arrangements**

- 8.1. A chair and deputy chair (chairs) will be elected by Forum members and should be senior representatives of Provider member organisations.
- 8.2. The Chairs will hold office for a three-year period.
- 8.3. The Chair, supported by Cymorth Cymru, will provide assistance to, and advocate for other members of the Forum, as and when necessary.

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<sup>2</sup> This includes Welsh Government Housing First funding and Welsh Government Homelessness Prevention Grant funding

- 8.4. 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 Cymorth Cymru, a minimum of 3 weeks before the meeting in which the nomination for Chair will take place.
- 8.5. If only one nomination is received for a position, then the candidate name and supporting information will be sent out to the wider membership of the group. If no objections are raised by the wider membership of the group, then the individual will be appointed to their position and confirmed at the next meeting.
- 8.6. If multiple nominations are received then Cymorth Cymru will send the list of candidates and their supporting information out with the agenda, and a secret ballot will take by email (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.
- 8.7. The Deputy Chair will chair the meeting in the absence of the Chair.

## **9. Practice roles and responsibilities**

- 9.1. It is the responsibility of Cymorth Cymru to facilitate the regional provider forum and provide an appropriate venue (physical or digital), services and administrative support for its meetings.
- 9.2. Members will not use the Forum as an arena for the airing of individual concerns or complaints. However, the RPF will provide a safe space for providers and landlords to discuss shared concerns.
- 9.3. 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.
- 9.4. The Chair, Deputy Chair, Provider and Landlord Representatives and Regional Development Officer will meet before each Forum, to agree the Agenda, if necessary.
- 9.5. Agendas will be sent out to Forum members at least 1 week prior to the date of the meeting.
- 9.6. The notes of Forum meetings will be sent out to all members within a calendar month of the date of the meeting.

## **10. Equalities**

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

## **11. Review**

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