

# **DEVON RSL & VOLUNTARY PROVIDER FORUM**

## **TERMS OF REFERENCE**

### **1. Aims and purpose**

- 1.1 To ensure that housing related support providers' perspective, knowledge and understanding of housing related support services are fed into the Supporting People decision making process.
- 1.2 To ensure that housing related support providers' perspective, knowledge and understanding of housing related support services are fed into the decision making processes relating to the provision of supported housing and move-on housing.
- 1.3 To assist with the dissemination of information and knowledge about these decision making processes to facilitate providers' contribution to them.
- 1.4 To liaise and co-ordinate with the other two Devon Provider Forms where needed and where possible.
- 1.5 To promote good practice in the housing related support sector by sharing information and facilitating joint working or joint commissioning of services, such as training.

### **2. Membership**

- 2.1 Membership of the Forum is open to all providers of housing related support services in Devon.
- 2.2 Members may or may not be currently in receipt of Supporting People Grant.
- 2.3 Members may be of any type of organisation, including registered social landlords, voluntary, statutory and private sector organisations. The present Forum name will stand until a more inclusive and accurate one can be identified.
- 2.4 Those providing sheltered housing for older people and very small providers will be directed to join the appropriate other Devon Provider Forum.

### **3. Steering Group**

- 3.1 A Steering Group will support the work of the Forum by:
  - planning the agendas and arrangements for the Forum meetings, working within a timetable that will facilitate input into decision making

- liaising with the Supporting People Team staff for contributions to meetings or briefings and for membership contact information
  - mailing out notices, agendas and background papers to all those on the membership list.
- 3.2 The Steering Group will consist of up to 10 members of the RSL / Voluntary Provider Forum who will be assigned to the Steering Group on a volunteer basis. Where there are fewer than 10 members serving on the Steering Group, the Steering Group will be able to invite other members of the RSL / Voluntary Provider Forum to join. Should there be more than 10 volunteers for membership of the Steering Group, an election will be held.
- 3.3 Membership of the Steering Group will be reviewed annually at a meeting of the RSL / Voluntary Provider Forum when members will be invited to volunteer to serve on the Steering Group. In exceptional circumstances where more than 12 months elapse before the membership of the Steering Group is reviewed the Steering Group will continue to function until that review can take place.
- 3.3 The quorum for the Steering Group will be three.
- 3.4 A chairperson will be elected from Steering Group members who will chair both the Steering Group and Forum and will be agreed by the majority of the Steering Group. The chair will be reviewed at a meeting of the Steering Group immediately following the review of membership of the Steering Group.

#### **4. Administration**

##### **Funding**

- 4.1 The Forum is to receive an annual grant from the Devon Supporting People Authority for its administrative costs.
- 4.2 The Forum may choose to set a membership fee to generate income to enable it to meet its aims. Members will be notified of any such proposal and the amount proposed. The approval of a majority of those members who respond to the proposal will be required for this to be introduced.
- 4.3 Arrangements for the holding and accounting for the Forum's funds are *(to be added when DCC requirements are known)*

##### **Communications**

- 4.4 All communications by the Steering Group to members will be by email. Any member unable to receive email must supply the Steering Group with s.a.e.s to have paper copies posted to them.

## **Meetings**

- 4.5 The Forum will meet at least once each year and will hold as many additional meetings as resources permit and as needed to achieve its aims.
- 4.6 The meetings will be held in as accessible a venue as resources permit.
- 4.7 The Steering Group will meet at least three times a year at times agreed to enable it to plan and facilitate Forum meetings, mailings or other activities.

## **5. Review**

- 5.1 These terms of reference will be reviewed annually or earlier as required by changes in circumstances.

**Approved at Forum meeting dated: 13<sup>TH</sup> October 2005**

**Chair's signature:** (To be arranged)

**Date due for review:** No later than 12<sup>th</sup> October 2006