

# **DEVON SMALL 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 promote good practice in the housing related support sector by sharing information and jointly addressing issues and concerns.
- 1.4 To liaise and co-ordinate with the other two Devon Provider Forms where needed and where possible.

### **2. Membership**

- 2.1 Membership of the Forum is open to all small providers of housing related support services in Devon.
- 2.2 Providers may choose to define themselves as small or may refer to the Devon SP definition of small as (a) having a contract value of under £10,000 (b) being a sole trader with no employed staff or (c) any other relevant definition
- 2.3 Members may or may not be currently in receipt of Supporting People Grant.
- 2.4 Other individuals or representatives of organisations may attend Forum meetings by invitation but would not be members.
- 2.5 Any member may be expelled from the Forum for misconduct or breach of group agreements by a majority vote at a Forum meeting for which notice of the proposed expulsion has been given.

### **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 report to and be accountable to the Forum
- 3.3 The Steering Group will be made up of up to 10 members of the Forum who volunteer to join it. Should there be more than 10 volunteers, an election will be arranged.
- 3.4 The quorum for the Steering Group will be three persons from different services.
- 3.5 *Officers of the group, such as chairperson, secretary, treasurer or contact person, are yet to be agreed*
- 3.6 The Steering Group will meet four times a year at times agreed to enable it to plan and facilitate Forum meetings, mailings or other activities

#### **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)*

##### **Meetings**

- 4.4 The Forum will meet a minimum of twice and up to four times each year.
- 4.5 The meetings will be held in as accessible a venue as resources permit.
- 4.6 All who are on the mailing list held by the Steering Group will be invited to Forum meetings.
- 4.7 Forum meetings will also be advertised on the Devon SP website by Devon SP administrative staff.

**5. Review**

- 5.1 These terms of reference will be reviewed annually or earlier as required by changes in circumstances.
- 5.2 The Forum may be wound up by a majority vote at a Forum meeting for which notice of the proposal has been given.

**Approved at Forum meeting dated:.....**

**Chair's signature:.....**

**Date due for review:.....**