

## Terms of Reference

<b>1.</b>	<b>Aims</b>
	To ensure partnership working with providers on key issues of market and strategic development for Adult and Community Services as a commissioner.
<b>2.</b>	<b>Duties and Responsibilities</b>
	<ul style="list-style-type: none"><li>• To give a provider perspective to Adult and Community Services strategic planning.</li><li>• To identify Adult and Community Services strategic issues requiring wider consultation and the correct provider audience.</li><li>• To consider provider issues arising from the current commissioning of services.</li><li>• To agree specific pieces of work requiring a joint approach with providers.</li><li>• To establish standing sub groups (e.g. Workforce Planning &amp; Development) and project groups to take forward these specific agreed pieces of work ensuring that appropriate accountability and reporting are in place. The project groups will co-opt individuals from both the County and Local Groups and other appropriate stakeholders as necessary.</li><li>• To establish links with other groups such as Strategic Planning Partnerships carers and service user groups.</li></ul>
<b>3.</b>	<b>Span</b>
	This group will operate across Devon County.
<b>4.</b>	<b>Accountability and Authority</b>
	The group will report to Adult and Community Services Senior Management Group who have delegated the duties and responsibilities outlined in 2 above.
<b>5.</b>	<b>Chair</b>

## **Terms of Reference**

The group will be jointly chaired by the Executive Director of Adult and Community Services and an elected Provider Representative. The Provider Representative will be nominated and voted upon by the provider members of the group.

### **Role Of Chairperson**

#### **Main Duties:**

- To ensure that the Strategic County Group functions properly so there is full participation during meetings and that all relevant matters are discussed and effective decisions are made and carried out.
- The chairperson is responsible for making sure that each meeting is planned effectively, conducted appropriately and that matters are dealt with in an orderly and efficient manner.
- To ensure that all members uphold an acceptable behaviour policy.

#### **Election of the Chairperson:**

- The Provider Representatives of the Strategic County Group will be responsible for electing a Joint Chairperson from the nominated representatives of the Locality Provider Groups. This would take place at the initial meeting of the Strategic County Group and on the anniversary thereafter.
- The Provider Representative Chairperson will be in position for a period of 12 months after which time and following the annual review of the terms of reference an election process for a new Provider Representative Chairperson would be undertaken.
- It is possible for the chairperson to be re-elected but this would be limited to a maximum of 3 years unless this is changed by agreement from all core group members.

#### **Term of Office of the existing Chair:**

- The term of the chairperson being in post would last for 12 months after which time a new election process would start automatically.
- Should a situation arise where the Provider Representative Chairperson is not considered by the Group to be fulfilling the role adequately or in the spirit of the Terms of Reference following a proposal from a member of the group for a vote of no confidence.
- Should a chairperson wish to step down for whatever reason then the election process would commence automatically.

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<b>6.</b>	<b>Composition / Membership</b>
	<p>The core membership will consist of the following :</p> <ul style="list-style-type: none"><li>• Executive Director Adult &amp; Community Services ( Chair)</li><li>• Chairpersons from the three Locality Forums</li><li>• Assistant Directors of Locality Forums</li><li>• Assistant Director, Strategic Commissioning</li><li>• Procurement and Contracts Manager</li><li>• Devon Care and Training representative</li></ul> <p>Other interested stakeholders e.g. CSCI will be asked to attend (co-opted) for specific agenda issues as appropriate.</p>
<b>7.</b>	<b>Outputs</b>
	<p>The group will prepare an annual report for submission to Adult and Community Services Senior Management Group.</p>
<b>8.</b>	<b>Administrative Support</b>
	<p>The Contracts team will provide administrative support to the meetings.</p>
<b>9.</b>	<b>Frequency of Meetings</b>
	<p>Meetings will take place twice a year and will be aligned to the Business and Financial Planning calendar of the Adult &amp; Community services Directorate.</p> <p>Extraordinary meetings may be called with the approval of both Chairpersons.</p>
<b>10.</b>	<b>Approval and Review Date</b>
	<p>These terms of reference were agreed by Adult and Community Service Senior Management Group on <b>22.10.08</b> and are due to be reviewed on <b>23.10.09</b>.</p>