

**Adult and Community Services Provider Engagement  
Locality Service Group**



**Terms of Reference**

<b>1.</b>	<b>Aims</b>
	To ensure partnership consultation and working with providers on locality specific 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 locality provider perspective to Adult and Community Services strategic planning.</li><li>• To identify Adult and Community Services strategic issues that need service specific consultation and to pass these to the Locality Service Specific Groups.</li><li>• To identify provider issues arising from the current commissioning of services and where these cannot be addressed at a locality level forward them to the Strategic County Group.</li></ul>
<b>3.</b>	<b>Span</b>
	This group will operate across an individual Adult and Community Services locality.
<b>4.</b>	<b>Accountability and Authority</b>
	The group will report to the Strategic County Group who have delegated the duties and responsibilities outlined in 2 above.
<b>5.</b>	<b>Chair</b>
	The group will be jointly chaired by an Assistant Director of Adult and Community Services and a provider representative. The provider representative will be nominated and voted upon by the provider members of the group.

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**Role Of Chairperson**

**Main Duties:**

- To ensure that the Locality Provider 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 Locality Provider Group will be responsible for electing a Joint Chairperson from the Independent/Third Sector representatives attending the Locality Provider Group. This would take place at the initial meeting of the Locality provider Group and on the anniversary thereafter.
- The elected Chairperson will be the nominated Locality representative on the Strategic County Group.
- 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>An open invitation will be made to providers based in the locality. In addition the following Adult and Community Services staff will also be members of the group:</p> <ul style="list-style-type: none"><li>• Strategic Commissioning Managers</li><li>• Procurement &amp; Contracts Officers</li></ul>
<b>7.</b>	<b>Outputs</b>
	<p>Minutes and progress reports will be provided to the Strategic County 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 quarterly.</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>