



Western Bay Regional Collaborative Committee Terms of Reference

1. Introduction

These terms of reference should be read in conjunction with the Western Bay (WB) Regional collaborative Committee (RCC) vision, values and purpose (Appendix 1) and the Welsh Government Supporting People Programme Grant (SPPG) Guidance.

Strategic Objectives

Teamwork

- Self-assessment and succession planning (as part of the RCC ongoing development agenda)
- How we learn and develop together and work as a cohesive group/team
- Work as a team throughout the region to make strategic collaborative decisions
- Feedback, reflect and learn
- Identify, understand, evaluate and share good practice
- Monitor & evaluate to understand current and future needs
- Achieve ownership, shared responsibility

Finance

- Spend money wisely, efficiently, effectively and sustainably
- Commission services to prevent homelessness

Service Users

- How we work with service users to provide the right accommodation
- Voice of the Service User heard and listened to and understood
- Inform and influence national strategies and plans for people to live independently with safety nets
- Understand how we link with our partnerships, plans, to effectively provide move on support

Communication

- Informing, influencing & participating to give people the right choices
- Commitment to provide and share information
- Be creative in terms of service user/people engagement (have to use different ways)
- Engage with service users/people at their level and on their terms, accepting that this might not be joining the RCC, or coming to an event.

The RCC will receive sufficient reporting from the Local Authority SP teams to enable them to ensure that SPPG is being planned and delivered according to the principles of collaboration

2. Administration & meetings

- The Regional Development Coordinator will provide administrative support to the RCC.
- The RCC will meet a minimum of quarterly; unless business dictates otherwise and meeting dates (including development events) will be time-tabled in advance.
- An AGM will be held before the end of June to elect Chair, Vice and confirm the election of any new Provider or landlord representative.
- Papers will be circulated 7 calendar days in advance of the RCC.
- Meetings will be conducted based on the assumption that attendees have read the papers.
- The RDC will maintain a register of member start dates and alert the RCC to the need for any forthcoming elections.
- The Chair shall be one of the local authority members and shall be appointed annually.
- The Vice Chair shall be selected from one of the other agencies and shall be appointed annually
- The Chair and Vice Chair will work in partnership with the Regional Development Coordinator to prepare the agenda, in addition to programmed business, and to discuss any changes to the programme of work of the RCC and/or meeting dates: informed by the RCC and/or RTM.
- The agenda will reflect whether matters are closed or open, for information, monitoring or for decision.

3. Membership

The RCC will be made up of:

- A Cabinet Member (or delegated officials in their absence) from each of the local authorities of Bridgend, Neath Port Talbot and Swansea.
- Health
- Probation (strategic arm)

- Providers (representing long term and short term services) elected and supported by Cymorth Cymru and Landlords elected and supported by Community Housing Cymru.
- Service user representation. This may be a current service user, ex service user or a person chosen by service users to represent them. The representative(s) must be selected by service users.
- Co-opted members at the discretion of the RCC.
- Appropriate local authority officers (two or three officers from each LA covering SP, Housing, Social Care and Community Safety), the Regional Development Coordinator and Welsh Government officials will also be able to attend the RCC, but will not have voting rights.

4. Selection and de-selection of members

Members shall serve for a term of three years, after which time they must stand down but may offer themselves for reselection. During the first 5 years of operation, interim arrangements will be made so that there is a staged process and not all members resign in the same year.

Representatives are expected to attend at least 75% of meetings. If they fail to do so, the agency that nominated them will be asked to provide an alternative representative

All stakeholders are encouraged to ensure that they are fully represented and continued failure of any agency to ensure representation will be reported to the National Board.

Each voting member of the RCC represents and makes decisions as the RCC and not as a representative of their employing organisation (i.e. no constituencies

5. Responsibilities of the Chair and Vice Chair

The Chair (and in their absence vice chair) shall have particular duties and responsibilities as detailed in Appendix 2 and described in the 'job descriptions'.

The Chair will be required to delegate their duties to the Vice Chair if they have a conflict of interest about a matter that is being discussed.

6. Local authority coordinating role

Nominated LA will coordinate, facilitate, support and provide the administration (through the WG funded RDC) of the RCC to help the RCC achieve its vision, purpose and objectives.

7. Governance

Members of the RCC will be expected to work at all times according to the Nolan principles of public life.

The RCC is advisory only and, whether collectively or through its individual members, may not: in particular –

- Incur expenditure;
- Enter into agreements or contracts;
- Make decisions or purport to take any action on behalf of the Minister or the Welsh Government or any other body; or
- Make any statements or engage in any press or media coverage without the written permission of a named official of the Welsh Assembly Government.
- The RCC shall not to make statements without first consulting with the Welsh Government

All members and nominated deputies should hold the authority to make strategic decisions on behalf of the organisation that they represent.

The Chair will be expected to act on behalf of the RCC and SP programme and not in isolation.

8. Code of Conduct and conflict of interest

RCC members will comply with the RCC Code of Conduct (Appendix 3) and the Conflict of Interest policy (Appendix 4)

9. Priority setting

The RCC will develop up to a three year rolling Regional Commissioning Plan; this will set out priorities/spend for the region and be reviewed annually. The plan will be built upon local priorities and the co-ordinating local authority will put together the plan for the RCC to review.

The RCC will identify regional priorities and any other changes required then submit the proposed spend plan to the Welsh Government for confirmation

The Local Commissioning Plan must meet the regional priorities identified in the RCC Regional Commissioning Plan.

10. Decision making and reporting

The quorum shall be one half of the RCC membership and should include at least two LA representatives and one representative from either providers or Landlord representative. Deputies will be allowed to attend but only if identified and formally approved on the deputy register – to be reviewed and updated once annually.

Where financial matters are being decided if there is a significant conflict of interest it is expected that relevant members would leave the room when these matters are being discussed.

Where an issue of importance arises which necessitates formal discussion in order to reach an urgent decision, an additional meeting of the RCC may be called by the Chair (in consultation with the Vice Chair and other Board members).

All reporting of the RCC will be public except for confidential or business sensitive information, for clarity service reviews will be public information. Minutes of meetings shall be circulated within 14 calendar days of the meeting taking place to each member, present or not.

The minutes will record decisions made.

The RCC to prepare a report to the SPNAB on our strategic objectives, what has been achieved and/or what remains outstanding (including lessons learnt)

11. Communication

The RCC will abide by its consultation strategy (to be appended).

Western Bay Regional Collaborative Committee Terms of Reference Appendix 1 – Purpose, Visions & Values

1. Purpose

To deliver the vision and strategic objectives, whilst remaining true to our values

2. Vision

Working together to prevent homelessness and ensure people can live independently and fulfil their potential

3. Values

Working together
Empower and enable
Support flexibility
Trust and honesty
Equality with dignity
Respect for each other
New ideas

Bold
Accountable
Your voice matters to believe in yourself

Western Bay Regional Collaborative Committee Terms of Reference Appendix 2 – Role of Chair and Vice Chair

4. Responsibilities of the Chair and Vice Chair

The Chair (and in their absence vice chair) shall have particular duties and responsibilities. The essential duties of the Chair are to:

- Ensure the efficient conduct of the RCC's business.
- To ensure the RCC operates in line with all SP guidance.
- Ensure that all RCC members are given the opportunity to express their views before an important recommendation is taken
- Ensure that any conflict of interest on the RCC is dealt with correctly.
- Take decisions delegated to the Chair with the advice of the Regional Development Coordinator represent the RCC when necessary.
- Ensure good and effective communication with the other RCCs.
- Develop positive relationships between the RCC and the constituent local authorities including with elected members and act to resolve conflict.
- Establish a constructive relationship with, and provide support for, the Regional Development Coordinator.
- In partnership with the RCC and the Regional Development Coordinator to recommend the regional development priorities[
- Review the composition of the RCC and the skills of its individual members
- Review the attendance of the RCC's members and bring to the attention of the RCC if individual attendance or conduct of members is not in line with the SPPG guidance
- To ensure the members of the RCC represent the effective business of the RCC and not those of individual organisations

The Chair will be required to delegate their duties to the Vice Chair if there they have a conflict of interest about a matter that is being discussed.

Western Bay Regional Collaborative Committee

Terms of Reference

Appendix 3 – RCC Code of Conduct

1. Code of Conduct

RCC members will comply with the RCC Code of Conduct and Conflict of Interest policy and will:

- Contribute time, expertise, and enthusiasm to ensuring effective operation of the Regional Collaborative Committee
- Attend at least 75% of RCC meetings
- Contribute in an open and honest manner
- Recognise, respect and draw upon the contributions of each member
- Ensure principles of equality and diversity underpin the work of the Group
- Positively promote the work of the RCC and raise the profile of Supporting people
- Facilitate opportunities for discussion/debate in their own organisation/network and ensure effective 2-way communication
- Seek to influence the aligning of other resources to the work of the SP Programme, where this is appropriate.
- Be accountable for their actions and decisions observe confidentiality
- Make recommendations based on merit and in the interests of the SPPG work programme
- Adhere to the 'Conflict of Interest Policy' and complete an annual Declaration of interest form.
- Accept majority recommendations
- Prepare appropriately for RCC meetings

Western Bay Regional Collaborative Committee Terms of Reference Appendix 4 –Conflict of Interest Policy

1. The aims of the policy

The aim of this policy is to set out the procedure for handling conflicts of interest for the members of the Regional Collaborative Committee. It defines:

- What constitutes a conflict of interest?
- The register of interests.
- The procedures for handling conflicts of interest within RCC meetings.

Defining a conflict of interest

Anyone who is in a position to directly or indirectly influence the outcome of the RCC business must ensure that their external interests do not compete with their role on the RCC.

Examples of interests which would be regarded as relevant are:

- Directorships, including non-executive directorships held in private companies or Private Limited Companies (with the exception of those of dormant companies) and Registered Social Landlords;
- Ownership or part-ownership of private companies, businesses or consultants likely or possibly seeking to do business with a participating County Borough Council, Health Board and the Probation Service;
- A position of authority in a charity or a voluntary body in the field of health and social care;
- Any connection with any person contracting for Supporting People services including spouses, relatives, etc.

Register of Interest

RCC members are required to complete an annual Declaration of Interests form (attached). These will be reviewed by the Chair and used to avoid potential conflicts during the year.

The RDC or administrator for the RCC will hold the Register of Interests. The Register will be updated on an annual basis and will be made available for internal audit

The Chair will establish at the beginning of each meeting whether any conflict of interest exists and how it should be dealt with. For clarity the following parties have a responsibility to ensure that the operation of the RCC is not compromised by any conflicts of interest:

- The individual RCC member
- The Chair
- The stakeholders which has selected the member, e.g. provider's forum which may deselect representatives who do not behave appropriately.

With specific regard to commissioning and procurement, it is the role of provider members to not represent their own interest, for example by giving information on the impact on providers of different procurement models.

Once a project has been proposed by the RCC it will be managed by the relevant SP teams in the Western Bay region. The RCC will receive information through the budget monitoring function of spend. The provider representatives (and this may include local authority representatives where they are also providers) should not be privy to any detailed procurement information where this might give them an unfair advantage over other providers.

Procedure during RCC meetings and the handling of matters where a conflict of interest may arise.

At any meeting where the subject matter leads a participant to believe that there could be a conflict of interest, this interest must be declared at the beginning of the meeting.

Declarations of interest must be clearly identified within the minutes of the meeting, including any need to withdraw and the reasons for doing so.

The chair of the meeting must take a decision as to the need for the member of the meeting to withdraw or not from the proceedings. Where this may involve the Chair, the Vice Chair will take the decision.

If the chair of the meeting is the person to whom the declaration of interests relates the chair should vacate the seat and the meeting for that item. If there is no Deputy Chair present at the meeting, the meeting must first elect a chair by a show of hands.

Members of the meeting who are employed by any County Borough or County Council are subject to the Council's Constitution and Code of Conduct.

Western Bay Regional Collaborative Committee Declaration of Interest

Declaration of Interest for the period ** to ****:**

I..... (Name), being a member of the Western Bay Regional Collaborative Committee and employed by.....hereby declare that I have the following / no interests (delete as appropriate) to declare that are relevant or material to Western Bay Regional Collaborative Committee.

Signed.....

Date.....

Print Name.....

List of Interests:

Name of organisation where interest is held	Position held /interest held

If you have additional interests, please enter these below, (please note if your circumstances change, you must notify the Regional Development Co-ordinator or Administrator of the Regional Collaborative Committee.

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Declaration of Western Bay Regional Collaborative Committee Terms of Reference:

I..... (Name), understand the guidance detailed above in the Western Bay Regional Collaborative Committee Terms of Reference.

Signed.....

Dated.....

Record of Amendments

18.01.13 Section 3.51 amended as per RCC 19.11.12