

CHOICE AND CONTROL STRATEGIC PARTNERSHIP FORUM

TERMS OF REFERENCE

Introduction

These Terms of Reference were agreed by the Choice and Control Strategic Partnership Forum at their meeting on 29th January 2010.

The Forum operates within the overall framework of the Choice and Control programme. It is the principal body for coordinating the Council's and partner organisations services, excluding Adult Social Care, in response to the personalisation agenda.

Accountability

The Forum is not a decision making body as executive responsibility rests with the Choice and Control Programme Board.

Overall Function

To work in partnership towards the successful implementation of personalisation across the Council.

Specific Functions

1. To provide a network Forum, offering a mechanism for the structured exchanges of information and intelligence.
2. To act as a mechanism to initiate debate and action joint issues that affect some or all directorates/services.
3. To work in partnership towards the implementation of Choice and Control, specifically the provision of universal services and developing social capital.
4. To identify possible barriers to implementation and work to resolve or reduce them.

Membership

The membership will consist of:

From the County Council - representation of officers from across the Council directorates and others with a strategic interest in Choice and Control.

From service users – two nominees of the Choice and Control User/Carer Group. From the voluntary and community sector – two nominees of the Worcestershire Infrastructure Consortium.

From the District Councils – representation of officers from District Councils with a strategic interest in Choice and Control, as appropriate.

The Forum will approve any changes to the membership. Consistency of representation is of great importance, but individual members of the Forum shall have the power to appoint an appropriate substitute to attend any meeting of the Forum in their place and shall notify the Forum's administrator of any such substitution in advance of the meeting.

Organisation of Forum

Meetings:

- Meetings will take place at least four times a year.
- Meetings will be clear, focused and run to schedule with timed agendas.
- Meetings will be minuted and the minutes circulated to members.
- Meetings will only be cancelled if less than 50% of the Forum members are in attendance.

Agenda:

- The agenda will be agreed in advance by the chair and should be relevant to the context of the Forum.
- Members will be asked for agenda items well in advance of the meeting.
- Papers relating to items to the agenda will be forwarded in good time and only be tabled on the day of the meeting in exceptional circumstances.

Chairing and Administration:

- The Director of Corporate Services will chair the meetings.
- Organisational duties and administrative tasks, including taking and distributing minutes and circulating agendas shall be the responsibility of staff within adult social care.