

## **Barnet Supporting People Providers Forum**

### **Terms of Reference**

#### **Vision**

To provide a clear and purposeful voice for Supporting People service providers in Barnet

#### **Objectives**

The Forum's objectives are to:

- facilitate informed debate about directions for Supporting People strategy and service development
- seek to achieve consensus among providers about preferred options for Supporting People strategy and service development
- respond to local, regional and national strategies and plans
- promote information exchange about the Supporting People programme
- identify and promote good practice;
- create links between Barnet providers and relevant regional or national provider groups

#### **Relationship to Barnet Commissioning and Administrative Bodies**

The Forum will act as the main consultative body to represent provider interests to Barnet Council in its capacity as Supporting People administering authority.

The Forum will periodically elect three members to act as members of Barnet's Supporting People Core Strategy Group in order to represent the Forum's interests.

The Forum will use its best endeavours to respond to any request by the council or the Core Strategy Group for the Forum's views on general or particular Supporting People matters.

The Council will similarly use its best endeavours to respond to any request by the Forum for advice, clarification or consideration of any aspect of the Supporting People programme

#### **Chair and Vice Chair**

The Forum will elect from its membership a Chair and Vice Chair on an annual basis in accordance with procedures to be approved by the Forum.

The role of the Vice Chair will be to support the Chair in the administration and development of the Forum, and to chair meetings in the Chair's absence.

## **Membership**

Membership of the Forum is open to all organisations that provide housing related support services in Barnet.

Each organisation will nominate one representative to the Forum

The Forum may invite other organisations to membership of the Forum, for example voluntary organisations working with or representing vulnerable people in Barnet

## **Meetings Attendance**

The Forum will encourage dialogue and debate with organisations relevant to Barnet's Supporting People strategy and service development, including:

- Barnet Supporting People Team
- Barnet Voluntary Services Council
- Barnet's Housing, Social Care and Safer Communities commissioners
- Barnet Mental Health Trust and Primary Care Trust

The Forum may:

- extend an open invitation to particular non-member organisations to attend meetings
- may invite particular non-member organisations to attend meetings in connection with specific agenda items
- limit attendance at particular meetings or parts of meetings or agenda items to Forum members only

## **Administration**

The Chair will be responsible for arranging and administering meetings with, where appropriate, assistance from other Forum members.

The cost of administration will be met by the Chair's organisation and any grants or payments that can be obtained (for example, from Barnet Supporting People).

If the Chair is from a small organisation, the Forum will seek financial sponsorship from other Forum members to assist with administrative costs.

## **Frequency of Meetings**

The Forum will aim to meet four times a year and dates will be agreed on an annual basis.

Meetings will be provider led. The Agenda for each meeting will be determined by the Chair in consultation with the Forum membership.

The Forum may create ad hoc sub groups to examine particular themes or issues. Any such sub groups will work within terms of reference and time-scales specified by the Forum.