



## Terms Of Reference For The Supporting People Liaison Group

### **Membership of the Group**

1. The Supporting People Liaison Group will include representatives from the following organisations and include discussions on Supporting People Grant and Supporting People Revenue Grant funded Services:
  - Vale of Glamorgan Council
  - Registered Social Landlords
  - Private Landlords
  - Support Providers
  - Statutory Organisations
  - Voluntary Organisations

### **Appointment of Chair**

2. A representative of the Group elected at the end of each meeting will Chair the following Supporting People Liaison Group Meeting.
3. The Chair will undertake particular responsibility for liaison with the Supporting People Team outside of meetings and will, with them, ensure that any necessary information supplied by members of the Supporting People Liaison Group is put before the Supporting People Planning Group for consideration when deciding on the future service priorities and development of the annual SPOP.

### **Frequency of Meetings**

4. The SPLG will meet four times each year at three monthly intervals, unless urgent consideration has to be giving to any matter and when an earlier meeting will be arranged by the Supporting People Team.

### **Principle roles and responsibilities**

5. To develop and engender positive joint working between all parties within the Group
6. The Supporting People Team will be responsible for keeping the members of the Group up to date on changes in the Supporting People guidance and legislation received from the Welsh Assembly Government and on the implementation of the Agenda within the Vale of Glamorgan Council.
7. To participate in the Supporting Planning strategic planning process in the Vale of Glamorgan by ensuring that information on service priorities and unmet need information is collated and forwarded to the Chair of the SPLG or the Supporting People Co-ordinator within a time frame which allows for its consideration by the Supporting People Planning Group, and possible inclusion in the Supporting People

Operational Plan, which must be finalised by 30<sup>th</sup> September annually. All members of the Supporting People Liaison Group will be responsible for ensuring:

- Individual Needs Assessment forms are completed with all clients presenting
- Data is collected by the individual organisations on the provision of alternative housing and support needs of clients originating from the Vale of Glamorgan
- Information requested by the Supporting People Team on turnover in projects, throughput, supply and need and any other data requested is forwarded to the Supporting People Team within the deadlines given

### **Equal opportunities**

8. The Supporting People Liaison Group will take care to give particular consideration to assessing need and establishing services that cater to groups of people or individuals as defined below, throughout the meetings.
  - Women
  - Children
  - Black and Minority ethnic groups
  - Cultural and religious needs
  - Lesbian and gay people
  - People with a physical disability

### **Confidentiality**

9. All matters discussed in the Group and information received by the Group on needs, supply of services, the service specification of individual projects and future service priorities will remain confidential to the Group unless otherwise agreed on an individual basis.
10. It is necessary and desirable for the Supporting People Team to share up to date information at various times in the meetings cycle on the information collected through the Individual Needs Assessment process. This will be done in a planned way and will not contain any information that could be linked to individual clients.