



## **Terms of Reference for the Supporting People Planning Group** (Updated 23.03.2009)

### **Membership of the Group**

1. The Supporting People Planning Group (SPPG) will include the core membership made up of representative from the following parties:
  - Operational Manager Public Sector Housing
  - Operational Manager, Integrated Services
  - Local Health Board
  - National Probation Service (South Wales)
  - Strategy & Supporting People Manager
  - Voluntary Sector Representative from the Vale Housing & Homelessness Forum
2. The local authority membership will be at Operational Manager level or may be delegated to posts which managerial responsibility for service planning/supported accommodation provision. While one of these positions may be delegated in this way it will always be the case that there is a Chief Officer from the local authority on the Group.
3. In the context of members who are not employed by the local authority the invitation for membership is aimed at Chief Officer, or managers within their authority with strategic responsibility for accommodation and support services.
4. The Group will co-opt members if there are particular weakness in knowledge and experience which will not be covered through the information provided by:
  - The individual needs assessment information
  - The supply map
  - Presentations regarding need made to the group
  - The Forum meetings
  - Other consultation avenues

Examples where it may be appropriate to co-opt members are:

- Where a particular type of need is being expressed which requires an additional perspective such as that relating to disability or BME services

- Where a significant event is taking place in a local authority area e.g. the closure of a psychiatric hospital.
5. All representatives will re-confirm their participation in the Group for the forthcoming year at the last meeting in the working cycle of the Group.
  6. The Strategy & Supporting People Manager will be responsible for services to this Group and for ensuring the progression of the Supporting People Operational Plan.

### **Appointment of chair**

7. The SPPG will be chaired by the Operational Manager Public Sector Housing as the Chief Officer with responsibility for the implementation of Supporting People within the Vale of Glamorgan Council.
8. The Chair will undertake particular responsibility for liaison with the Supporting People Team outside of meetings and will, with them, ensure that the necessary joint working takes place with senior executives in the Housing department to ensure that the SPPG is incorporated into the Local Housing Strategy and the Homelessness Strategy.

### **Frequency of meetings**

9. The SPPG will meet an agreed number of times between February and August each year. The Supporting People Co-ordinator prior to the first meeting taking place will circulate a breakdown of areas to be considered at each meeting.
10. At the end of the above cycle the SPPG will draw up a list of projects and services to be progressed through the Project Development Process. The methodology for this process will be agreed at the final meeting.
11. The SPPG will meet again in September to finalise the Supporting People Plan.

### **Principal roles and responsibilities**

12. The SPPG will:

- Be responsible for the development of the Supporting People Operational Plan which will detail how the Supporting People programme can best contribute to the housing and related support services in the community it serves.
- Oversee, direct and instruct the Supporting People Team in the practical development of the Plan.
- Assess need, make judgements on and prioritise information arising from the needs assessment process and in doing so will:

- Invite presentations from relevant parties if there are gaps in the information produced by through the needs assessment and supply mapping process
  - Be aware of information contained in other strategic documentation
  - Receive summary information from consultative mechanisms or forums
  - Consider any appeal from a support provider if a decision has been made to de-commission a service
- Agree the methodology for the Project Development Process
  - Agree a Plan that can be appended to the Housing Operational Plan and which, through this mechanism can be recommended to members for approval.
  - Agree the methodology and implementation of any Supporting People budget cuts to ensure that they are transparent and based on the priorities identified through the Supporting People Planning process.

### **Equal opportunities**

13. The Supporting People Planning Group will take care to give particular consideration to assessing need and establishing services which cater to groups of people or individuals as defined below, throughout their cycle of meetings. As said above this area is one that may give rise to inviting co-optees on to the Group.

- Women
- Children
- Black and minority ethnic groups
- Cultural and religious needs
- Lesbian, gay, bi-sexual and transgender people
- People with a mental or physical disability

### **Confidentiality**

14. All matters discussed in the Group and information received by the Group will remain confidential to the Group otherwise agreed.

15. It is necessary and desirable to share information from the needs assessment process with a wide range of organisations and stakeholders through the mechanisms discussed above but this should be done in a planned way.