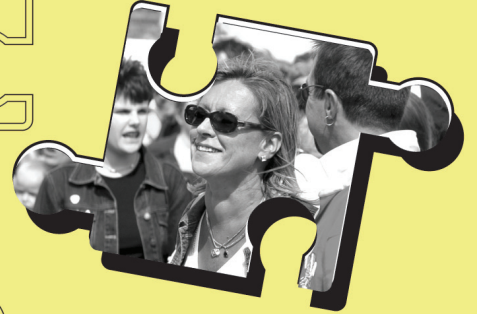


Dover & District Compact Implementation Group

Terms of Reference



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Terms of Reference

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1. Purpose of the Compact Implementation Group

The Dover & District Compact Implementation Group, from now on called the Group, was set up following the launch of the Dover & District Compact in September 2005.

The Group is made up of representatives from both the statutory, voluntary and community sectors and the overall purpose is to:

- Take a leading role in promoting effective partnership working between public bodies and local groups in the district;
- Review progress and ensure the continuing implementation of the Dover and District Compact
- Ensure the Dover & District Compact is linked to the Kent Partners Compact

2. Objectives

The Group is responsible for implementing the Dover and District Compact across the district.

We will achieve this by:

2.1 Action Plan

- Produce and deliver an annual action plan
- Oversee progress of the action plan and report to the Local Strategic Partnership and other relevant boards
- Set up working groups, where necessary, to carry out particular tasks related to the action plan
- Review and update objectives regularly

2.2 Promoting the Compact

- Promote the Compact at meetings, events, newsletters and through other means
- Encourage other organisations in the district to sign up
- An annual Compact event (proposed) to update local groups and public bodies on Compact successes and develop initiatives with them

2.3 Monitoring the Dover & District Compact

- Establish criteria to oversee and review the Dover & District Compact and Codes of Practice, and update as necessary
- To record and promote successes
- To monitor complaints and disagreements received and how resolved
- Regular reports to the Local Strategic Partnership and other relevant boards
- Prepare an impact report at the end of each year ¹

2.4 Central link between the Statutory and Voluntary & Community Sectors

- Developing a procedure to communicate to all organisations, especially the diverse voluntary and community groups, through existing channels
- To act as a central point of reference for queries about the Compact and the relationship between local groups and public bodies in the district
- Linking to Compact Champions in organisations who have signed up to the Dover & District Compact

2.5 Resourcing and Sustainability

- Regularly reviewing and maintaining sustainability of the Compact in the district
- This could involve putting together funding bids to:
 - support Compact work
 - develop a network to co-ordinate local voluntary and community groups

3. **Accountability**

The Compact is a sub-group of the Local Strategic Partnership (LSP) and will report specific issues and recommendations to the LSP Board, and other appropriate decision-making bodies, for approval and action.

4. **Membership**

4.1 Membership will comprise:

There will be an equal number of representatives from the statutory, voluntary and community sectors on the Group.

It is proposed that once the Group has become more firmly established, and a voting system to select representatives is up and running, there shall be a maximum of 12 members on the Group.

This will be split 4 (public body), 4 (voluntary) and 4 (community) for a trial period. Voting rights will need to be agreed to ensure equivocal voting rights between the public bodies and local voluntary and community groups.

There will be an annual review of the Group membership, to ensure the balance is right, with inclusive representation across the sectors, and continuity. Themed groups (such as older people, faith, youth, early years, disabled and Black and Minority Ethnic) will be considered in the future to ensure representation of a wide range of interests.

4.2 Selection of Group Members:

Each Sector should select its own representatives. If more than the maximum number allowed wish to take part in on the Group, then a voting system will be used to choose the representatives (details to be agreed).

The voluntary and community sector consists of a diverse range of organisations. CASE Kent (formerly the CVS), which serves and supports local voluntary and community organisations, may be the best-placed body to co-ordinate representation on the Group. This will be carried out in a consultative and inclusive way, aiming to ensure representation of a wide range of interests.

CASE Kent to send out a notice in its quarterly newsletter, at the beginning of each year, inviting nominations from local groups to sit on the Group.

The Group will keep the effectiveness of this means of selecting representatives under review.

Representatives will serve for up to 2 years, and can be reappointed indefinitely.

4.3 Role of Group Members:

- To act as champions of the Compact within own organisations/ networks
- To take responsibility for agreed actions within the action plan
- To ensure two-way communication between the Group, and colleagues within their organisation/ sector (using available reporting mechanisms such as the CASE Kent newsletter)
- A representative from the Group will report to the LSP
- A representative from the Group will attend the Kent Partners Compact meetings
- The Group to act as a steering group for any successful funding bids about implementing the Compact.

4.4 Commitment needed from Group Members:

- Members of the Group are expected to attend meetings regularly and contribute to implementing the Dover and District Compact. A deputy may attend for a member with prior notice; where possible the deputy should be knowledgeable and up-to-date on the Compact.
- Representatives who wish to resign from the Group should notify the Group as a whole, giving as much notice as possible, but at least one month.
- For statutory sector representatives, the resigning representative should find a replacement before they leave.

- For voluntary and community representatives, CASE Kent shall co-ordinate selecting a replacement.
- It is assumed the costs involved in contributing to the Group (that is, attending meetings and associated work) are met by each partner separately and the Group is not expected to fund this

4.5 The Group may invite additional people to attend meetings, where there is a need for specialist knowledge.

5. Meetings

5.1 Meetings will be held quarterly.

5.2 Meetings may be held at various locations around the Dover District (free venues to be identified with suitable access)

5.3 Dates and meeting times to be set in advance and reported in main voluntary and community sector publications

5.4 Members of the Group are expected to attend meetings regularly. The Group has the discretion to ask a member to stand down from the Group if they fail to attend three consecutive meetings.

5.5 Quorum: the quorum for meetings shall be one-third of the Group (4). This should include at least one member from each sector.

5.6 Chair: responsibility for chairing the meetings will rotate between all members of the Group. The Chair for the next meeting will be elected at the end of each meeting.

5.7 Administration: Dover District Council and the Eastern and Coastal Kent Primary Care Trust are currently responsible for managing the Group (that is taking minutes and circulating agendas and papers) ¹.

Items for each agenda to be sent to the Leadership Support Team, Dover District Council, at least seven working days before each scheduled meeting ¹.

5.8 Agendas will include:

- Monitoring of the action plan
- Record successes and any disagreements raised
- Electing a Chair for the next meeting

6. Changes to this Terms of Reference

- The terms of reference will need the approval of the Group
- Any changes to the terms of reference requires a written proposal sent out with the meeting notice and agreed by the majority of members at a quorate meeting
- The terms of reference will be reviewed yearly

¹ If BASIS bid is successful, this work will be led by the Group and carried out by the new post-holder.