

TAMESIDE TRAINING CONSORTIUM STEERING GROUP TERMS OF REFERENCE

Rationale for the Steering Group

- To Ensure that Partners requirements are integral to the direction and focus of the training commissioned by the Consortium
- Ensure transparency of the operation of the Consortium

Membership of the Steering Group

- The Steering Group includes members from each of the following areas
 - Care Home*
 - Home Care*
 - Supported Housing*
 - Voluntary and Third Sector*
 - Direct Payments#
 - Workforce Development (x2)
 - Joint Commissioning & Performance Management

* = Independent Sector representatives

= Representing the independent sector but employed by Tameside MBC.

Scope of the Steering Group

- To be a focus of leadership around decision making on behalf of the Consortium
- Guide the delivery of a workforce development strategy based on the six core themes of Induction, Core & Mandatory Training, Professional Development, Leadership Development, Organisational Development and Qualifications
- Ensure that the funding applications are relevant to the needs of the Partners
- Oversee the finances and agree the appropriate spend of any surplus moneys
- Agree and set the Agenda for the Network Meetings
- Review the membership fees

Operation of the Steering Group

- Chairperson & Vice-Chair
 - A member of the Steering Group is selected by members to take on the responsibility of Chairperson for a one-year term. A Vice-Chair is also selected by members to take on the responsibility of Vice-Chair for a one-year term.

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- Selection of the Chairperson/Vice Chairperson shall be by Nomination (and Second) followed by a vote of members of the Steering Group.
- The Vice-Chairperson will automatically become the Chairperson after one-year.
- The Chairpersons responsibilities include but are not limited to:
 - Chairing the Steering Group meetings
 - Agenda setting
 - Ensuring that all members of the Steering Group are given the opportunity to participate in discussions
- The Vice-Chairs responsibilities include but are not limited to:
 - Chairing meetings in the absence of the Chair person
 - After the one-year term has been completed, the Vice-Chair will become the Chairperson.
- Quorum (number needed to make decisions)
 - Quorum is achieved at a meeting when there are three or more members present, one of which must be a representative of the independent sector. If quorum is attained, decisions made at the meeting will be final. If, despite these provisions, quorum is not met at a Steering Group meeting, those in attendance will make conditional decisions. The Chairperson will inform absent members of the condition decisions as soon as possible after the meeting and members not in attendance will have ten working days to respond to these decisions. If no response is received, the decisions will be considered final
- Each member will have one vote. Should any member not be able to attend a meeting they can vote by proxy via the Chairperson.
- Members of the Steering Group from the Independent Sector are elected for a period of three years. Following this period the Consortium Partners will be canvassed for nominations followed by the Partners voting. Existing members of the Steering Group will be eligible to be re-elected. Member employed by Tameside MBC are permanent members of the Steering Group.
- Members of the Steering Group are accountable to the Partners of the Consortium. Members will need to consult with Partners within their area, i.e. home care, etc. and bring any issues raised to the Steering Group.
- To evaluate the delivery of the workforce development strategy.
- Accountability of Training Organiser – Independent Sector
 - Has the autonomy to make decisions about the training and the use of resources to ensure the job role is carried out effectively and efficiently
 - The Training Organiser will focus the work towards the agreed priorities
 - Should a financial decision for *special purposes** be required prior to a Steering Group meeting, the Training Organiser will be required to seek approval for expenditure from at least two members of the Steering group (one of which must

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be a representative from the independent sector). This applies to expenditure over £500. Under £500 the Training Organiser is not required to seek any approval. **Special purposes includes, but it is not limited to, contributions to functions, one-off purchases of equipment, agreement to spend surplus funds*

- If members do not attend 3 times in a row then they forfeit the right to be a member until the next election. The Partners will then be requested to nominate another representative.
- Minutes will be distributed to all the Steering Group for agreement within 10 working days. If comments are not received within 10 working days it is assumed the members are satisfied with their accuracy and the minutes will be distributed to the Partners. Should the Chairperson be notified of a members absence from the office, the distribution can be delayed by up to 20 working days.
- Conflict of interest/Disclosure
 - If a Steering Group member, or their organisation, has a direct or indirect pecuniary or personal interest in a decision (e.g. for a funding proposal, or in the outcome of a Steering Group decision), they are to declare such an interest or any other perceived or actual conflict of interest prior to discussion and decision making. By the Steering Group as a whole. If a member indicates a potential conflict, the other Steering Group members will determine if the member should participate in 1) the discussion regarding a decision, or 2) the decision itself.
- Attendance of Guests, Advisors and Observers
 - As required, advisors and observers may participate in the meetings to provide information or expertise on a topic.
 - Guests, advisors or observers do not have the right to vote on any issue
- Reviewing membership fees and consideration of uplifts.

Steering Group Meetings

- Meet 4 times/year
- Must meet in last week November & first week in March to agree the focus of the bids
- Other dates will be in mid-June and mid-September.
- Each meeting will last for approx. 3 hours.

Periodic review of terms of reference

At least every three years or sooner should a decision be made at Steering Group

Date approved:

Date for Review:

Signed:

**TAMESIDE TRAINING CONSORTIUM STEERING GROUP
TERMS OF REFERENCE**

Care Home Member

Signature: _____ Print Name: _____

Home Care Member

Signature: _____ Print Name: _____

Supported Housing Member

Signature: _____ Print Name: _____

Voluntary and Third Sector Member

Signature: _____ Print Name: _____

Direct Payments Member

Signature: _____ Print Name: _____

Joint Commissioning & Performance Management Team Member

Signature: _____ Print Name: _____

Workforce Development Team Member

Signature: _____ Print Name: _____

Workforce Development Team Member

Signature: _____ Print Name: _____