



CARE SECTOR ALLIANCE CUMBRIA

IMPLEMENTATION GROUP

Terms Of Reference

Vision	To improve the quality of life for people who access social care services within Cumbria, through the development of those who support them
Mission	To contribute to organisational and workforce development throughout the care sector in Cumbria
Role and Purpose	To contribute to organisational and workforce development throughout the social care sector in Cumbria in order to help improve the quality of life for people who access Cumbria's social care services.
Membership	<p>Comprises of Employer Representatives across all social care client groups and Co-opted Representatives from Statutory Agencies</p> <p>Employer representatives: elected individuals from member organisations from all known employer forums and partnerships operating across the county with a duty to represent the views of their forum/partnership. Co-opted Representatives: nominated individuals from statutory agencies who have an interest in meeting the vision.</p> <p>Nominated deputies will be agreed by the group to ensure understanding of issues and consistency</p> <p>Membership of Implementation Group to be reviewed regularly to ensure full representation of sector.</p> <p>Membership of CSAC is open to:</p> <ul style="list-style-type: none"> • Organisations/micro employers delivering social care services to people in their own homes – this includes adults and children/young people • Organisations providing residential care to adults including nursing homes delivering social care • Organisations providing residential social care services for children/young people • Organisations delivering day opportunities for children/young people with disabilities or from disadvantaged backgrounds either in community settings or as outreach services • Organisations delivering day opportunities for adults requiring social care support either in community settings or as outreach services <p>All members must complete an annual membership form and update their NMDS returns.</p>
Frequency of Meetings	Meetings to be held bi-monthly but not less than 4 a year
Venue and Timing of Meetings	To be mutually convenient but planned 6 months in advance Meetings to be 2½ hours long
Structure of Meetings	<ul style="list-style-type: none"> • Chair: Employer representative, elected by full group for 12 month period, serviced by Workforce Development Officer and administered by Workforce Development Assistant. • Papers distributed minimum of 10 days before meetings • Agendas structured to capture current issues, reports from sub groups and the development of new initiatives

	<ul style="list-style-type: none"> • Subgroups will be created as and when needed with an appropriate membership – work will be fed back to main group
Decision Making Process	<p>Any decision making/allocation of resources to be fair, open, equitable across membership of Alliance unless overridden by CCC policy or UK legislation.</p> <p>The Chair of the Implementation Group to sign the County Council Partnership Agreement</p>
Quorum	A minimum of 5 people of which 4 must be employers.
Monitoring the Effectiveness of the Implementation Group	<p>Effectiveness will be measured through:</p> <ul style="list-style-type: none"> • The production of a realistic business plan and risk analysis • A costed financial framework • Effective and efficient use of spend • Resource acquisition • Broadening opportunities by becoming effective and genuine partners • The impact training of staff has on quality of service users lives • The ability to influence training providers • A contribution to issues relating to recruitment and retention • Identifying and promoting best practice with regard to staff personal development • Influence exerted upon local, regional and national bodies • The creation of a pathway for personal effectiveness

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