



**NATIONAL
HOUSING
FEDERATION**
west midlands

WEST MIDLANDS CARE & SUPPORT GROUP TERMS OF REFERENCE

2nd Floor, Concorde House
Trinity Park, Solihull
Birmingham B37 7UQ

Tel: 0870 153 9426
Fax: 0870 153 9427

Email: info@housing.org.uk
Website:
www.housing.org.uk

1 PURPOSE OF THE CARE & SUPPORT GROUP

- 1.1 To bring together NHF members providing care & support and other providers of Supporting People funded services in the West Midlands region to share good practice, discuss relevant issues and hear presentations from keynote speakers.
- 1.2 To provide a platform for consultation and liaison between care & support providers as an "interest group" and other interested organisations and bodies (eg WM RIG, Housing Corp, Regional Housing Board, NHF, HACT, SITRA etc) and also between care & support providers themselves.
- 1.3 To identify and promote best practice and continuous improvement in the development and efficient management of care & support and supported housing in the region
- 1.4 To lobby on behalf of NHF members providing care & support and other providers of Supporting People funded services in the West Midlands and seek to influence policy on care & support matters with the NHF and the Housing Corporation.

2 MEMBERSHIP OF THE GROUP

- 2.1 Membership of the Group shall be open to all NHF member organisations with an interest in the provision of care & support services in the West Midlands region.
- 2.2 Supporting People providers within the West Midlands who are not members of the NHF may be co-opted to the group at the discretion of the Chair in consultation with the NHF Regional Manager and members of the Group. Co-opted members may contribute fully to group discussions but are not entitled to vote or to become Chair of the group.
- 2.3 Representatives from other organisations with an interest in care & support in the region, eg WM RIG, Housing Corp, Regional Housing Board, HACT, SITRA etc, shall be invited to attend meetings at the discretion of the Chair in consultation with the NHF Regional Manager and members of the Group.

\\accorddata\public\care and support\care & support shared folder\n h f\wm care support group for.doc



3 HOW THE GROUP ACHIEVES ITS PURPOSE

- 3.1 The Forum has a Chair and Secretary who will be elected on an annual basis at the last meeting of the calendar year. No one individual will serve more than three years. Nominations for Chair and Secretary will be invited two weeks prior to the meeting when the election will be held. Election will be a straight majority on a show of hands at the meeting. Only NHF member organisations are entitled to stand to become Chair of the group.
- 3.2 The Chair agrees the programme and agenda with the members of the Group. The Chair will be supported by a Steering Group who will assist with setting the programme and agenda of meetings.
- 3.3 Meetings will usually be held in venues provided by members of the group.
- 3.4 The Secretary will ensure that minutes of each meeting are taken and distributed by e-mail to members of the Group and the NHF Regional Manager.
- 3.5 The Group will endeavour to meet at least four times a year and as far as possible these meetings will be addressed by a guest speaker who will speak on a topic of interest and relevance to members. The meeting will always allow sufficient time for members to network and share knowledge, experience, successes and problems.
- 3.6 Through its meetings and mailings, the Group will seek to ensure that members are kept up to date on live issues and remain well informed on care & support matters.
- 3.7 The Group will liaise and work with other forums of a similar nature, for example the East Midlands Regional Supporting People Providers Network.
- 3.8 The NHF will support the group in assisting with setting of dates and publicising meetings. The NHF Regional Manager will support where possible the work of the Chair and the Steering Group to set the programme and agenda for meetings and to locate venues. The NHF will **not** usually be able to offer financial resources for venue or speaker costs.

For more information about the Group please contact:

Paul Williams
West Midlands Regional Manager
National Housing Federation
NHF Central Regional Office, 2nd Floor,
Concorde House, Trinity Park,
Solihull, Birmingham B37 7UQ
Tel: 0870 153 9426
E-mail: paulw@housing.org.uk

Maureen Bradley (Chair)
According Housing Association Limited
178 Birmingham Road
West Bromwich
B70 6QG

Tel: 0121 500 2361
E-mail: maureenb@accordha.org.uk