

Sunderland Partnership: Compact Implementation Group
A sub-group of the Sunderland Partnership

Draft Terms of Reference (07.04.10)

Throughout this document the 'CIG' refers to the Compact Implementation Group.

Each representative on the CIG will receive a copy of these Terms of Reference.

1. Aim

The aim of the CIG is to oversee the implementation and further development of the Sunderland Compact.

2. Objectives

The objectives of the CIG are:

- A To act as a coordinating point for the implementation via workplans, review and subsequent amendments to the Sunderland Compact and it's Codes of Practice
- B To ensure that the Sunderland Compact remains relevant by leading annual review processes
- C To demonstrate the value of the Sunderland Compact through performance management measures, in particular the National Indicator Set, the Sunderland Strategy, the Local Area Agreement and the Local Area Plans
- D To ensure that the successes of the Sunderland Compact are celebrated locally, regionally and nationally
- E To develop an annual work plan which, as well as encompassing A-D will consider marketing and training arrangements
- F To act as a reference point for any organisation in Sunderland which believes that a partner has breached the Compact, or that has been accused of committing a Compact breach and will instigate the process for Compact complaints as detailed in the Sunderland Compact. The Community Development Team will maintain a database of complaints in a Task and Finish style which will enable learning and sharing of good practice. The CIG will receive a quarterly update of this database.

- G To ensure that a quarterly progress report is circulated to the Delivery and Improvement Board and Strategic Board of the Sunderland Partnership; an annual review is agreed by the Strategic Board prior to the annual Compact week; and that Stage 3 Compact Compliance reports are sent to the Strategic Board for its intervention. All Sunderland Partnership reports will be prepared by the lead officer for the Compact and agreed by the CIG.

3. Membership of the CIG

3.1 Composition

The CIG will be chaired by an independent chair, the Chair of the Sunderland Partnership;

The secretariat will be provided by City Services (Community Development), Sunderland city Council;

Two delegates from Sunderland Community Network will form the primary Voluntary and Community Sector representation on to the CIG. SCN representatives will be required to report back to SCN using SCN's communication processes, to ensure that the sector is kept informed of developments relating to the Compact. In addition, VCS representation will be sought from each of the Codes of Practice, these individuals will be deemed to have relevant knowledge and experience relating to the theme of the Code of Practice. They will not attend the CIG to represent their organisation but rather the theme of the Code of Practice;

Each of the organisations of the Sunderland Partnership will be invited to send one representative to the CIG, with the exception of Sunderland City Council who will also provide the Secretariat and the lead officer for the Compact programme (in this case the Partnership Development Manager);

A representative from the Inclusive Communities Thematic Group will attend the CIG to represent the views of the IAGs which have responsibility for the development of the equalities focused Codes of Practice;

The Sunderland Partnership Team will send one representative to the CIG to ensure that information is communicated to and from the group, and also to help ensure that correct Sunderland Partnership protocols and procedures are followed.

3.2 Conditions of representation

All representatives shall be aware of their role and responsibilities and will support the aims and objectives of the CIG.

Representatives of the CIG will be responsible for reporting from the CIG to their constituent organisations / networks/ partnerships / groups.

All representatives will be required to contribute to strategic decision-making with regards to the Sunderland Compact, and are not serving to represent or further the interests of their organisation. They will however be required to demonstrate how they can:

- Bring a perspective from their sector, and (given the nature of the Compact) be permitted to champion the needs and interests of their Sector
- Cascade appropriate information within their organisation and / or sector
- Influence the Compact compliance of their organisation and / or sector

CIG representatives should:

- Have a sound understanding of the Sunderland Compact
- Attend meetings regularly (sending apologies or a deputy if possible) and fully participate in CIG meetings
- To send a deputy and ensure they are fully briefing and able to attend CIG meetings in their absence
- Take key issues and information back to their organisation / network / group / partnership for action and / or consultation where appropriate to ensure that the Compact is widely understood
- Keep abreast of developments between meetings, so contributing to the collective ownership of the Sunderland Compact
- Represent the CIG at meetings and events, as appropriate
- Act as champions for the Sunderland Compact within their own organisations and across the City
- Be committed to an evidence based approach
- Be committed to a performance management culture
- Seek to influence the corporate strategies and plans of the organisation / network / group / partnership in which they operate in order to secure alignment with the Sunderland Compact
- Be prepared to challenge behaviour / policies / procedures / practice that does not reflect the Sunderland Compact
- Contribute their organisation / network / group / partnership's resources as appropriate to support the CIG

4. Meetings

4.1 Attendance

The CIG will meet quarterly, with the exception of special meetings and sub-group meetings which will meet as required.

The CIG can invite individuals and agencies to attend meetings to inform the work of the CIG.

4.2 Quorum

The quorum shall be five, with a minimum of two VCS representatives. For the purposes of being quorate, the following may not be counted:

- The Chair
- The Compact lead officer
- The Secretariat
- The Sunderland Partnership officer

4.3 Agendas

Agendas and papers will be distributed to all members and the administrative support at Sunderland Community Network (SCN) two working weeks prior to the scheduled meeting.

Deadline for receipt of agenda items is three working weeks prior to the scheduled meeting.

Minutes will be distributed to all members and the administrative support at SCN within three working weeks of the CIG meeting.

The Compact lead officer may use discretion to include items on the agenda after the deadline, but not if doing so results in the late delivery of the agenda to CIG members.

4.4 Business

Every item of business must be relevant to the advancement of the Compact, or the Voluntary and Community Sector in Sunderland.

4.5 Chair

The Chair shall be an independent facilitator and shall exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

If a time arises when a vote is required, the Chair will not vote unless there is a split decision and his/her casting vote is required.

It is the Chair's duty to ensure that:

- The business of the meeting is properly conducted
- All members have an opportunity to speak

- Discussions are relevant and to the point
- The meeting runs to time

The Chair will also be required to:

- Summarise discussion
- Ensure that all CIG representatives are clear on decisions and action to be taken

The Chair may call an additional meeting (known as a special or extraordinary meeting) of the CIG at any time. The notification of the special meeting shall also set out the business to be considered. No other business shall be transacted at that meeting.

5. Conduct of meetings

Corrections to the minutes must be agreed and initially by the Chair.

Items of business that have previously been discussed and resolved can only be further debated when new information is available.

6. Terms of Reference

The Terms of Reference will be reviewed annually during the Compact review process.