

SURREY COMPACT IMPLEMENTATION GROUP (SCIG)

TERMS OF REFERENCE

Role of the Group

The Surrey Compact Implementation Group (SCIG) is committed to the implementation of the Surrey Compact and production of the five codes of practice as detailed in the Surrey Compact.

To form a Dispute Resolution Panel to facilitate resolution around Surrey Compact related disputes in accordance with a specific published protocol.

Membership

In order to achieve these tasks, or address other emerging issues, a multi-agency partnership group will aspire to attract 20 members from a wide range of interest groups, and will be independently chaired.

Nominations for members of the SCIG should be received by the Chair 14 days prior to the Annual General Meeting (AGM).

The position of independent Chair will be considered annually by the SCIG members and the Chair prior to the AGM.

The Dispute Resolution Panel will be constituted from SCIG members.

Membership is not intended as a vehicle to represent self-interest, but is to bring a view from an organisation or area of work. Members must be able to justify their membership and prove they have a mandate to represent their organisation. Wherever possible, members should also represent a perspective from their wider sphere of interest.

If more than one person is representing an organisation or group, they will only hold one vote.

Tenure of Membership will be 2 years. At the Annual General Meeting (AGM) one half of the SCIG members shall retire. These shall be those members longest in office since their appointment or reappointment. The AGM will ratify a further 12 month period, taking account of others that may wish to contribute, and the overall balance of the group.

A maximum of 20 representatives will be sought from organisations representing the following areas, where these are represented in the list of Compact supporters:

- Young persons interests
- Volunteering
- Environmental interests
- Cultural interests
- Heritage and buildings
- Faith groups
- Black & minority ethnic interests
- Sports
- Disability
- Service Users interests
- Carers interests
- Tenant associations
- Health & Social Care
- Community Groups
- Any other emerging issues which need representation

Public Sector representation will be sought from:

- County Council
- Boroughs & Districts Councils
- Health service
- Learning skills Council
- Police
- Surrey County Association of Parish and Town Councils
- Other statutory agencies that participate

Group Responsibilities

The Group will

- always base its work on the principles stated in the Surrey Compact
- meet at agreed intervals (monthly/bi-monthly as needed)
- record (by minutes) all meetings of the group, and make these minutes available on relevant websites
- Continually develop its membership to be as representative of both sectors as is practical
- Along with the Chair, act as the accountable body for the Compact Development post.
- make available via relevant websites the names and contact details of all members of the SCIG.

- circulate agenda and any necessary papers to all members at least 10 days before each meeting, so as to allow all members to contribute
- organise an annual event
- produce an action plan for the production of the Codes of Practice
- oversee the work of the codes of practice working groups and their regular evaluation and monitoring
- lead on the mediation of disputes in relation to the Surrey Compact
- annually review the Surrey Compact and its codes of practice
- regularly publicise the Surrey Compact, the work of the SCWG throughout each member's network

Member responsibilities

Each member will:

- actively participate in the SCIG and its agreed tasks, including its mediation and advocacy role, in line with the established procedures.
- attend all SCIG meetings. Following failure to attend three consecutive meetings, the group will decide if the non-attending member shall cease to be eligible for further membership. If so, the Chair will make a written request for their resignation.
- consult with the organisations in the network relevant to their representation
- Members will act as a point of contact for the wider Surrey Compact membership in their area of work.
- cease to be eligible for membership if he/she ceases to be employed/member of the organisation who they originally represented. In such circumstances the member will resign in writing to the chair.
- If it is deemed appropriate, and following due consideration of a complaint against a member in their role on the group, will be asked, in writing by the Chair to resign. The sector this represents will be asked to propose a new member.

Quoracy & Decision making

- No decision shall take place unless 40% of the membership is present, or a total of eight – whichever is least. Those present must represent an equal balance (within a difference of 2) between members from the public and other sectors. If the meeting is deemed not to be quorate, recommended decisions will be circulated to non-attending members. Those not present will have 2 weeks (10 working days) from receipt of the minutes to respond, otherwise the recommended decisions will be ratified as agreed.
- No business shall take place unless the Chair (or Vice Chair) is present. The Chair will be responsible for nominating a Vice Chair in the event of their non-attendance.
- All decisions will be reflected in minutes.
- Each member organisation will have one vote. The Chair (Vice Chair) will have the casting vote.
- Members will be expected to reflect their sphere of interest, but should recognise and declare any potential conflict of interest. A register of members Interests will be maintained and present at all SCIG meetings. On declaring such an interest, the interest will be entered into the register should it not already be entered and the member will withdraw from the meeting whilst discussions take place and will not be allowed to exercise their voting rights.

Time commitment

The SCIG will meet six times each year (including two champions meetings), for two hourly meetings. Responsibility for carrying out actions from these meetings is shared amongst the Group.

Members may be asked – or may volunteer - to lead on specific areas of work, such as development of a Code of Practice. This is likely to entail additional monthly two-hour meetings, with associated actions shared between the group.

Withdrawal

Members may withdraw from the group by writing to the Chair at the earliest opportunity. Representatives of public bodies must arrange an appropriate replacement.