

EAST SUSSEX COMPACT STEERING GROUP
TERMS OF REFERENCE

Purpose

The East Sussex Steering Groups purpose is to

- set the framework for the implementation and embedding process of the Compact.
- consult on the content of the framework for the implementation and embedding process with the voluntary, community and statutory sectors.
- facilitate the implementation and embedding process of the Compact for East Sussex with all signed up partners.
- lead on the annual monitoring and review of the framework for the implementation and embedding of the Compact.

Membership

1. Membership of the Steering Group will be open to:
 - a) Any organisation or partnership with an umbrella role for the voluntary and community sector in East Sussex;
 - b) Officers from the County Council and the five District and Borough councils;
 - c) Officers from statutory organisations other than local authorities, e.g. Police, Probation, Fire Service, Primary Care Trusts, NHS Trusts, etc.;
 - d) Other members as from time to time are agreed by the Steering Group.
2. The Steering Group will have no more than 12 members, with an equal number from each sector at all times.
3. The Chair and Deputy Chair of the Steering Group will be from the County Council and Voluntary and Community Sector.
4. The Steering Group may invite other individuals or organisations to engage in discussion about the compact.
5. Members should be senior and/or still active and influential within their respective sectors.
6. Members should have some authority delegated to them to take decisions and/or commitment at group meetings.
7. All participants should have an understanding that some action/reading/related follow-up will be required of them.

Operation & Proceedings

1. The Steering Group will meet quarterly with meeting dates agreed amongst members annually.
2. Agenda items will be determined by:
 - Members of the Steering Group
 - Issues generated at local Fora and other meetings
 - Responses to questionnaires and other surveys
 - The National Compact framework
3. The Chair will prepare the agenda for each meeting, based on item 2 and circulate it to all members at least one week before the meeting date. Administrative support for the Steering Group will be provided by the Community Partnership Team of East Sussex County Council (until stated otherwise).

4. Agendas and Minutes of the Steering Group meetings will be available on request and the progress of the group will be reported in Local Authority and Voluntary and Community Sector publications (including e-publications) and through other communication methods agreed by the Steering Group.
5. The Steering Group will not make any major decisions or sign off documents unless there is a quorum present. A quorum shall consist of two members from the voluntary sector and two from the statutory sector, including at least one from East Sussex County Council. Either the Chair or Deputy Chair shall also be present (to be included in the numbers above).
6. The Steering Group will agree an annual framework for implementing and embedding the Compact.
7. The Steering Group will establish sub-groups as necessary to undertake specific pieces of work, particularly those related to the framework for the implementation and embedding process.
8. The Steering Group will continue to publicise the Local Compact ensuring it is kept firmly on the local agenda.
9. The Steering Group will produce an annual monitoring survey on the implementation of the Compact, and consider the findings of the monitoring survey and recommend any changes or areas that require action for the following year to the COMPACT Steering Group.
9. The Steering Group will review any case studies referred to group in order to learn lessons and inform ongoing developments of the COMPACT. (Please refer to Compact Procedure for Resolution of Disagreements page 7 of A Compact for East Sussex).
10. The Steering Group will have an Annual Review meeting (as part of the quarterly meeting cycle) to consider the annual monitoring survey of the framework for the implementation and embedding of the Compact and consider any recommendations.

Agreed 10th February 2007