

Terms of reference

Name of group: London ADASS Branch

Purpose / role of the Branch:

- Regional meetings forms part of the overall constitution of National ADASS.
- To bring together Directors of Adult Social Services across London in order to help sustain effective communications across London ADASS
- To be a forum for sharing issues and concerns as well as good practice
- To agree and oversee a programme of work for LondonADASS
- To support the work of Directors of Adult Social Services across London

Term

This Terms of Reference is effective from April 2016 and continues April 2017

Membership:

- Directors of Adult Social Services
- Directors can be represented by an Assistant Director
- Chair nominated / elected by the Branch (Cathy Kerr)
- Vice Chair nominated / elected by the Branch (John Powell)
- Chair and Vice Chair – 3 year term

Roles and Responsibilities

- To have oversight of the LondonADASS Work Programme through the governance of the Advisory Board
- To promote the values of the Association
- To promote high standards of Adult Social Care Services
- To support the various networks and Task and Finish groups
- To lead on agreed work streams across London
- To promote the commitment of raising standards in Adult Social Services through Sector Led Improvement and to ensure it is embedded throughout the work programme.
- To strengthen and promote links with other organisations and partners in order to ensure good practice and to promote the role of Adult Social Care
- To act as a forum for information sharing and prioritising key challenges
- To be a support mechanism for Directors of Adult Social Services
- Individual members to take on lead roles for specific work streams
- Individual members to take on the Chair role for networks/Task and Finish group as and when appropriate

The membership of the Branch will commit to:

- Attending quarterly meetings, attendance at most meetings required and if necessary nominate a proxy.
- champion the Branch within and outside of work areas
- Share all communications and information across all members
- Make decisions to ensure projects run to time and within agreed terms of reference
- Notify members of the Branch, as soon as practical, if any matter arises which may be deemed to affect the development of the Network

Members of the Branch will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the project, as they arise
- Open and honest discussions, respecting confidentiality where appropriate

Accountability:

- The London ADASS Branch forms part of the National ADASS network and reports to the ADASS Executive

Review:

Terms of reference and work programme to be reviewed annually

Working methods / ways of working:

- The Branch will agree the LondonADASS annual programme of work
- Sub groups may be convened for time limited Task and Finish projects
- Meetings
 - Four meetings will be held each year and will take place at a Central London location
 - Meetings will be organised by LondonADASS and Chaired by the assigned regional lead Director or Vice Chair
 - Agenda item topics will be agreed at a Planning Meeting with the Chair and Vice Chair
 - Papers will be circulated one week in advance of meetings
 - Non-members be invited to group meetings where appropriate
 - LondonADASS will provide secretariat for the Branch meetings