

West Midlands ADASS Branch

Terms of Reference September 2020

Roles and Responsibilities

- Ensure Branch priorities are clear, delivered and adhered to and reviewed – and consistent with national ADASS priorities;
- Maintain high level awareness of Adult Social Care issues affecting West Midlands and WMADASS Branch members;
- Represent WMADASS at other relevant national and regional meetings/fora as agreed – or find a suitable nomination to represent the Branch;
- Ensure consistently good practice in Adult Social Care and maximise the positive impact of ASC in the region, internally through sharing and externally with other key organisations and groups regionally and nationally;
- Develop and maintain productive relationships and joint working between WMADASS and ADASS nationally;
- Maintain high level awareness of strategic Adult Social Care issues affecting West Midlands and WMADASS Branch members;
- Ensure the WMADASS Branch works effectively, with good collaboration between its members, encouraging and supporting the development of partnership working between partner agencies including any networks and sub-groups;
- Lead or ensure all Branch networks/sub-groups are led effectively, have clear objectives and terms of reference - aligned to the latest agreed vision and priorities set by the Branch;

Ways of Working

- Mutual respect and support for each member's contribution, concerns and priorities;
- Provide support where required to other DASSs in the West Midlands and other related ASC network groups and for a;
- Recognise and respect the clear distinction between each DASSs individual accountabilities and responsibilities (e.g. for performance improvement including Peer Challenge, managing staff and professional leadership, managing budgets, etc) and collective responsibilities for the ASC sector as a whole regionally;
- Adhere to any agreed operating principles e.g. Improvement MOU, information sharing protocols, and ensure these are up to date;
- Ensure a collective ongoing commitment towards personalised care and full and effective involvement of/partnerships with service users and carers;
- A shared commitment towards openness and honesty.

Membership

- The 14 West Midlands DASSs or their nominated representatives;
- CHIA;
- Improvement Director;
- Branch Secretary;
- Programme Manager;
- West Midlands Associates and key others invited for specific items;
- Chair, Joint Chairs, Vice Chairs to be drawn from these nominees, or an agreed Lead DASS, with re-election every two years or sooner if Chair(s) have to resign. Changes to the Chairing arrangements will be made by agreement of the group.

Meetings

- Quarterly meetings, or more regularly and virtually as needs dictate and as agreed;
- Chaired by Branch Chair, Co-Chair or Vice-Chair.

Support

- These terms of reference and supporting documents (e.g. Improvement Memorandum of Understanding and information sharing protocols) will be reviewed at least every two years;
- Facilitation by an Associate appointed by WM-ADASS;
- Funded through the WM-ADASS programme.

Review

- These terms of reference to be reviewed at least every two years.

In conjunction with the West Midlands Branch Memorandum of Understanding April 20.

AL/17.8.20