

Carlisle South *Sure Start* ^{AI}

Making a difference for children and families

Please reply to: Rob Burns Telephone 01228 817352 or E mail RobB@carlisle-city.gov.uk or write to
Community Support Unit, Leisure & Community Dev. Dept, Civic Centre, Carlisle CA3 8QG

Our Ref: RSB/VH
Date: 6th December 2001

Ian Dixon
Head of Committee Services
Town Clerk & Chief Executive Dept
Civic Centre
CARLISLE
CA3 8QG

CHIEF EXECUTIVE'S DEPT	
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- 7 DEC 2001	
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ANSWERED	
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Dear Ian

At a meeting yesterday of the current Steering Group of the Carlisle South Sure Start Programme, Terms of Reference were approved for the formation of a new Interim Steering Group which will take the Programme forward for the foreseeable future.

The Membership of the Steering Group has been agreed by the Sure Start Unit as part of the Delivery Plan and will consist of 15 representatives, 5 of whom will be from Public Authorities, i.e. the County and City Councils and one of the Primary Care Teams.

It was agreed that there should be two representatives from the City Council (the Lead Agency) and two from the County Council (the Accountable Body).

As the Programme is now reaching a critical stage, having been formally awarded its first three year funding commitment, there is some urgency for the new Interim Steering Group to meet and I would be grateful if you would arrange for a request for nominations from the City Council to be put to the next meeting of the appropriate Committee, or whatever is the appropriate avenue.

If it is agreed that the Council should be represented on the Committee by Elected Members, as opposed to Officers, the current Sure Start Membership have requested that the representation be from Members representing the Sure Start area i.e. Harraby, Upperby, Currock or Botcherby.

Also, in order to ensure as full an attendance as possible at Group meetings, it is requested that substitute Members be nominated, to attend in the event of unavailability of the selected Councillor.

Local Voices - - - - - Local Choices

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Steering Group.doc

I have attached a copy of the agreed Terms of Reference and would be grateful if you would let me have a response as soon as possible, after which I will arrange the first meeting.

I look forward to hearing from you soon.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R S Burns', written over the words 'Yours sincerely'.

R S Burns

Interim Chair of Sure Start Steering Group

Enclosure: Terms of Reference

TERMS OF REFERENCE
OF
THE SURE START CARLISLE SOUTH
INTERIM STEERING GROUP

1. NAME

The name of the Group will be the Sure Start South Interim Steering Group.

2. Purpose

The purpose of the group is to provide interim management arrangements for the Sure Start Carlisle South Programme, pending the development and adoption of a formal, legal, partnership.

3. Powers

The Steering Group will have the power to:

- a) Make decisions on commissioning Sure Start Projects, based on the project briefs outlined in the Delivery Plan.
- b) Appoint staff to the Programme Management Team, within the parameters laid out in the Delivery Plan.
- c) Collect, disseminate, share and exchange information on matters relating to any of the Sure Start Projects or the overall programme management.
- d) Arrange and provide for public meetings, exhibitions & consultations in connection with the advancement of the Sure Start Programme and in line with the procedures in the Delivery Plan.
- e) Make decisions on prioritising issues or projects when appropriate, based on evidence provided, particularly through consultation with parents/carers.
- f) Delegate responsibilities as appropriate to Programme Management staff or other sub-groups.
- g) To direct the work of the Programme Manager, within the agreed job description and in consultation with the Lead Agency (the employer).
- h) Authorise expenditure on Sure Start Projects, within the limits set out in the individual project proposals outlined in the Delivery Plan. An upper limit for delegation to the Programme Manager or Sub Groups may be agreed. The Accountable Body should be kept informed of such decisions.

- i) To authorise project based sub groups, on which at least 3 members of Interim Steering Group should sit, at least one of whom should be a parent rep. Membership of sub groups can include representatives of any bona fide organisation with an interest in the successful promotion of the Sure Start Programme and its constituent projects. Every Sub Group should have a minimum representation of 2 parent reps.
- NOTE Issues for sub groups may change from time to time but a Staffing group, to deal with personnel issues and an Operations group on which officers sit to deal with project management issues, should be on-going.

4. Membership

- a) Membership of the Group will comprise of the following; as agreed by the Sure Start Unit.
- I. 5 x Public Body Representatives (Local Authorities, Primary Care Team)
 - II. 5 x Voluntary/Community Sector Representatives
 - III. 5 x Parent/Carer Representatives (selected by the Parents Support Group)
- b) Other members may be co-opted to the group from time to time, without voting rights.
- c) The group will be facilitated by the Programme Manager and other members of the Programme Management Team.

5. Quorum

Meetings will not be quorate unless a minimum of 9 members are present, at least three of whom should be parent reps.

6. Decisions

- a) All decisions must be approved by a straight majority of those eligible voters attending the meeting.
- b) The Chair will not have a casting vote.

7. Group Officers

- a) The Group will elect from amongst its' members, a Chair Person & Vice Chair, who must not be from the same representative group.
- b) If required, the Group may elect to nominate an independent chair/facilitator, with no voting rights and who should not be a Sure Start employee.

8. Meetings

- a) The Interim Steering Group will meet on a minimum of at least once every 6 weeks.
- b) Meetings will be called by the Programme Manager and will be recorded by the Sure Start Admin Assistant.
- c) Meetings will be held in community venues in the Sure Start Carlisle South area and the opportunity for creche/childcare provision should always be made available for parent representatives.
- d) The Steering Group must arrange to report to General Meetings of all peripheral and operation Sure Start Carlisle South partners, on at least 3 monthly intervals. These meetings should be open to all eligible Sure Start parents and all groups/agencies/individuals listed on the Sure Start Carlisle South 'Contacts List', which will be constantly updated by the Programme Management Team.

9. Changes to Terms of Reference

The group may not amend any of the conditions of these Terms of Reference without referral to a General Meeting with the General Partnership Group, to which any amendments should be placed with at least 21 days notice and which may only be subsequently endorsed by a majority of those present at that meeting.

10. Dissolution

- a) Any decision to wind up the Group must be made at a Special General Meeting to which all peripheral and operation partners are invited and must be supported by a two thirds majority of those present.
- b) The decision to make such a request must have the endorsement of Carlisle City Council (Lead Agency), the Cumbria County Council (Accountable Body), the Parents Support Group and the Sure Start Unit.
- c) As an interim Committee, the Group will have a limited life span, dependent on the development of the formal organisation. During that period, it will have no specific legal identity and will therefore have no assets to be transferred.