



Management Committee Terms of Reference

Introduction

Derby Choice is a network of independent micro support providers. The Derby Choice web site is the focus of Derby Choice's promotional activity, individually and as a network, providing information about the unique benefits of micro provision to anyone looking for social care support and wellbeing activities in Derby.

It also incorporates a private providers' forum for members to share information confidentially and network. The Derby Choice Management Committee can communicate with members via this forum and receive their comments and feedback.

Purpose of the Derby Choice Management Committee

The purpose of the Derby Choice Management Committee (DCMC) is to:

- promote Derby Choice to Derby citizens seeking social care support and wellbeing activities
- promote Derby Choice membership to micro support providers
- manage the strategic direction of Derby Choice
- manage the administration and content of the web site
- manage the financial accounts for web site subscriptions and other income.

The DCMC will achieve the above by:

- meeting every 8-10 weeks to make decisions about the strategic direction, the web site and the financial accounts
- forming a DCMC email contact to share information
- posting DCMC meeting minutes on the web site provider forum
- seeking and considering input from the wider network
- developing network activities as appropriate
- screening new members for the web site
- planning year-on-year development of the Management Committee.

Members of the DCMC

Members of the DCMC will be providers within the network who have chosen to volunteer their knowledge and experience to the management of Derby Choice.

Members will fulfil the following roles within the Management Committee:

Chair – planning and chairing Management Committee meetings

Vice Chair – supporting the Chair and managing the above in the Chair's absence

Secretary – organising Management Committee meetings and a minute-taker for each meeting

Treasurer – managing the financial accounts.

- Members should commit to their roles for one year.
- Members should aim to give two month's notice to the management committee if they need to give up their role.
- Management committee roles should be opened to the membership each year.
- There should be an Annual General Meeting (even if it is held virtually via the providers' forum) so that volunteers for roles can present their candidature and all the network members who wish to can vote.
- Management committee members can volunteer for a second year but should then stand down for at least a year before volunteering for the same role again. This could be waived if the only viable candidate were the current incumbent who had already completed two years.
- Management committee members share equal status, the identified roles confer responsibility not authority.
- Management committee members should use the Derby Choice logo unless there is a compelling reason that they cannot do so.

Derby Choice Bank Account Signatories and Payments

- Management committee members who take on a role can be bank account signatories.
- There should be a minimum of three signatories at any one time.
- Any payments to be made from the bank account must be agreed by the management committee.
- Two signatories will be required for any payments made from the bank account and must be from different micro enterprises.

DCMC Meetings

- Meetings should be held every 8-10 weeks
- Meeting dates/times should be selected to suit the availability of the majority
- The Chair or the Secretary should make sure that the venue is booked well in advance of a meeting to assure its availability
- Meeting duration should not exceed two and half hours
- Agenda items should be submitted by DCMC members and the network
- Meetings should always run to an agenda prepared by the Chair and/or the Secretary
- The Chair and/or the Secretary should arrange who will minute each meeting
- The minutes should be circulated to the management group within two weeks of the meeting and posted on the web site within four weeks of the meeting
- Actions should be allocated to committee members and have a unique action number.

Conduct Commitment by DCMC Members

- Members agree to act in the best interests of the Derby Choice network when making decisions about the strategic direction of the network and the web site.
- Members agree to act with honesty and integrity when sharing information and making decisions.
- Members agree to keep confidential any provider information they have access to that does not appear on the web site.
- Members agree to respect each others' opinions and each member should be given the opportunity to give their opinion if they wish before decisions are made.
- For major decisions that affect Derby Choice, committee members agree to consult the network membership via the web site provider forum with a deadline day/time for comment feedback. Feedback should be considered by DCMC and members should respect feedback opinions. The minutes should record feedback and comments anonymously and evidence why it was supported or rejected by DCMC.
- Decisions should be made by a committee vote and the majority will rule.
- Members who do not attend meetings agree to accept the decisions made by those that have.
- A minimum of five members should be present at management committee meetings to vote upon and agree decisions. If fewer than five members attend a meeting, decisions can only be agreed if the votes of non-attendees are sought by email and a minimum of five members have contributed to the decision.
- A member vote is per micro enterprise and not per person. If two representatives of one micro enterprise are sharing a committee or member role and both attend a meeting, they agree that only one of them votes.
- Decisions should not be made without the relevant information being available, for example, financial decisions without an update from the Treasurer.
- Should a conflict of interest arise for a member in relation to a decision, that member agrees to advise the committee and abstain from the voting process if necessary.
- Items discussed and decisions made must be clear and communicated to the network via the minutes.

Web Site Administration

The web site will need an administrator:

- the role will be paid at the amount agreed each year from April for one hour to one and a half hours per week.
- the administration role should be covered by one of the management committee member providers.
- the administrator will agree to keep confidential unpublished provider information.

The administration role will cover:

- screening of new providers to ensure they meet the criteria as 'micro'
- referring new providers to the management committee if in doubt about their suitability to join Derby Choice
- checking with the Treasurer that a new provider's subscription has been received
- publishing new provider information on the web site
- emailing the Derby Choice logos to new provider members with benefits of using it and a

statement for return that they will only be used by the provider and only while they are a member of the network

- picking up and responding to emails with the input and support of the Derby Choice Management Committee members
- responding to telephone messages with the input and support of the Derby Choice Management Committee members
- posting and deleting network and provider news items and information on the web site
- monitoring the content of the provider forum
- deleting out-of-date provider forum content.

Derby Choice Network

The Derby Choice Network will be the micro support providers who join the web site. Members must meet the criteria identifying them as a 'micro'.

Definition of a micro support provider

A Derby Choice micro support provider:

- provides social care support to personal budget holders and self funders via traditional support or activities that promote wellbeing
- has clearly stated description of support services and intended customers
- has no more than five full-time-equivalent paid and unpaid staff
- has staff trained in the care and safety of the needs group/s they are working or intend to work with
- has any organisational structure suitable for delivering support
- has a dedicated bank account
- has at least a registered physical address, telephone number and email facility
- has an independent constitutional set up and is not be part of or supported by any other organisation.

As Derby Choice cannot verify any of the information that a new provider gives, every provider should sign a declaration that the information they have given is accurate. If a provider's information is called into question, the management committee will need to decide how the situation should be managed and whether or not the provider should stay on the web site. See **Derby Choice: Information for new members**.

Committee Member and Administrator Declaration

Micro Support Network members who join the Derby Choice Management Committee or take on the role of web site administrator, make a commitment to act in accordance with these Terms of Reference and in the interests of the Derby Choice Micro Support Network.