



# Care Provider Membership

## Terms of Reference

Approved 30 July 2021

### 1. Background

- 1.1 The Care Provider Alliance (CPA) brings together the ten main national associations which represent independent and voluntary sector adult social care providers in England. As an alliance, we seek to represent providers from the whole sector and ensure a coordinated response to the major issues that affect it.
- 1.2 Currently CPA members support over 10,000 registered Care Home and Home Care providers plus many other services such as Shared Lives, Day Care and supported living taking our access to more than 60% of the total adult social care market place.
- 1.3 Working together the Alliance's CEOs and policy team members provide hundreds of hours of expert advice each year to the co-production of guidance and information across all adult social care workstreams alongside insights and solutions to mitigate sectoral risks.

### 2. Purpose

- 2.1 The Alliance is not a constituted membership group yet its reach has increased significantly since 2019 and there is now an opportunity to strengthen our purpose as a coalition in both the influencing of central government reform and the wider integration agenda with health systems.
- 2.2 The purpose of these terms of reference are to facilitate the recruitment and involvement of organisations who can support our work, our strategy, our policies and support, undertake and advise on specific pieces of work for example via Department of Health and Social care workstreams/task & finish groups.
- 2.3 These terms of reference are an overarching reference document of the principals we operate with as a collaborative group. For specific programmes of contracted work members will be asked to sign a collaborative agreement with

more detailed rights and obligations of the contracted party and the scope of work.

### 3. Constitution

3.1 Although the CPA is not constituted, it however it operates a governance oversight board consisting of: the current chair; the immediate past chair; the incoming chair; and the CPA member organisation holding contracts with DHSC.

3.2 Under the Collaboration Agreement the Project Board for each project acts as a decision-making forum, provides strategic direction and monitors delivery. This group provides scrutiny across the operational and commercial programmes of work the Alliance delivers. The aim of this group will be to bring a consensus decision to the CPA group on any matters arising.

### 4. Membership criteria

1.1 CPA reviews its membership criteria periodically. From July 2021, CPA will consider new requests for membership of the Alliance from organisations meeting *all* of the following criteria:

1.1.1 The organisation must wholly, or mainly, represent providers of social care services which:

(a) operate in the private and/or voluntary sectors; and

(b) are subject to statutory registration by a social care regulator.

1.1.2 The organisation must have a national membership, open (as a minimum) to providers across the whole of England.

1.1.3 The organisation must be of a sufficient size and be able to support the secretariat of the Alliance when that organisation assumes the rotating Chair. . Note that newly admitted organisations will complete a minimum of two consecutive years before being eligible to assume the Chair of CPA.

1.1.4 Under most circumstances the organisation will be incorporated and therefore the appointed representative supporting the Alliance will be a board member of their own organisation.

1.2 In the case of dispute, interpretation of these criteria shall be determined on a case-by-case basis by majority decision of 70% by the existing CPA members.

## 5. Recruitment & Termination

- 1.3 CPA members will come across organisations in their own networks who they think will benefit our Alliance and bring complementary skills.
- 1.4 The CPA member will “sponsor” the new organisation and will inform the Chair by providing an outline of the skills and experience that they bring and why they think the organisation will benefit our Alliance. The Chair will review their experience and skillset and will approve or decline the representatives of the organisation from being presented to the CPA group for a voting process.
- 1.5 The recruitment or termination process will be agreed upon a majority voting of the existing CPA members representatives. (This is agreed as 70%).
- 1.6 An organisation will cease to be a member of our Alliance for a number of reasons including the work that they were involved in is complete and we do not anticipate requiring or benefitting ongoing input, at the request of a CPA member to resolve that their behaviour or actions do not benefit the CPA.

## 6. Delegated Authority

- 1.7 As the CPA is not a constituted body, members do not have any delegated authority.
- 1.8 The Alliance member have one vote per organisation and this can be either by vote in meetings or by proxy vote to the chair expressing a preference on matters arising to the Alliance. Members will take part in discussions and advise based on their own experience and skills. They will also carry out contracted and unpaid, agreed work on our behalf.

## 7. Frequency of meetings

- 1.9 The CPA Members will meet as and when required.
- 1.10 Member organisations will provide attendance with a regular level of frequency (ideally 75% or more) of all Alliance briefing meetings annually.
- 1.11 Member organisations will use best endeavours to attend meetings with other organisations where they have agreed to represent CPA on behalf of the Alliance.

## 8. Administration of the CPA

- 1.12 The CPA Chair will hold responsibility for communication and engagement with all members, which may from time to time be delegated to a CPA member

(due to their skillset and work with a specific focus area i.e. Care Homes or Mental Health).

- 1.13 The Chair will ensure that the members remain engaged and updated about the Alliance work across the sector, able to involve themselves in appropriate meetings and groups and have access to all the information that they require to benefit the Alliance.

## 9. Quorum

N/A

## 10. Review

- 10.1 The CPA strategy board will review bi-annually these Terms of Reference and its effectiveness, and recommend any necessary changes to the CPA.

### **This edition of the Terms of Reference**

Approved by CPA Chair Kathy Roberts 30 July 2021

Ratified by the CPA members on 30 July 2021