



Care Provider Membership

Terms of Reference

Version 2 - Approved 31 August 2023

1. Background

- 1.1 The Care Provider Alliance (CPA) brings together the ten main national associations (see Appendix A), which represent independent and voluntary sector adult social care providers in England. As an alliance, we seek to represent and support providers from the whole sector at a national level ensuring a coordinated response to the major issues that impact the social care sector as a whole.
- 1.2 Currently CPA members support over 10,000 Care Quality Commission (CQC) registered care home and domiciliary care providers, additionally representatives of the alliance include many other services such as shared lives schemes, day c, day centres, housing with care and smaller supported living facilities - taking our reach to more than 75% of the total adult social care market place primarily operating in England.
- 1.3 Typically, local provider members directly employ the majority of their staff (paid or volunteer contracts) and, if not registered with CQC, they are constituted organisations (e.g. registered with The Charity Commission or Companies House).
- 1.4 Working together, the CPA's CEOs and policy teams 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. The aim is to be the united voice of the sector working with government departments and across the NHS, local authorities and the Local Government Association.

2. Purpose

- 2.1 The CPA is an Unincorporated Association of partners which seeks to influence care sector reform and the wider integration agenda with health systems. Since the Coronavirus pandemic, our relevance and reach has grown significantly. We

do this by working with central government, local government, NHS and all other key care and health partners to influence the development of policy and implementation of guidance for care providers.

2.2 These Terms of Reference set out the engagement and involvement of organisations who support our work, our strategy, our policies and programmes. They provide a structure for us to undertake and advise on specific pieces of work, for example via Department of Health and Social Care workstreams or task and finish groups.

2.3 These Terms of Reference are an overarching reference document, setting out the principles under which we operate as a collaborative group. For specific programmes of contracted work, we operate a collaborative agreement with more detailed rights and obligations of the contracted party and the scope of work.

3. Constitution

3.1 The CPA operates at three levels:

- Governance Oversight Board
- Main CPA grouping
- Individual Project Boards for workstreams.

3.2 The Governance Oversight Board consists of:

- the current chair
- the immediate past chair
- the incoming chair
- CPA member organisation(s) holding contracts with DHSC.

In exceptional circumstance specialists may be asked to join from within the Alliance.

3.3 The main CPA grouping consists of all CPA members.

3.4 Under the Collaboration Agreement, the Project Board for each workstream 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 CPA delivers. The aim of this group is to bring a consensus decision to the CPA group on any matters arising.

4. CPA Membership criteria

- 4.1 CPA reviews its membership criteria periodically. From July 2021, CPA has considered new requests for membership of the Alliance from organisations meeting *all* of the following criteria:
- 4.2 The organisation must wholly, or mainly, represent providers of social care services which:
- (a) operate in the private and/or voluntary sectors; and/or
 - (b) are subject to statutory registration by a social care regulator.
- 4.3 The organisation must have a national membership, open (as a minimum) to providers across the whole of England. Note: This could be formed by alliances of regional organisations working together.
- 4.4 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: Newly admitted organisations will complete a minimum of two consecutive years as a CPA member before being eligible to assume the Chair of CPA.
- 4.5 Merged organisations or rebranding of existing organisations from within the Alliance will Chair in alphabetical sequence of the annual rotation (unless terms become consecutive).
- 4.6 Under most circumstances the organisation will be incorporated and therefore the appointed representative supporting the Alliance will be a nominated senior member of their own organisation.
- 4.7 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 and Termination

- 5.1 CPA members may come across organisations in their own networks who they think will benefit our Alliance and bring complementary skills.
- 5.2 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.
- 5.3 The recruitment or termination process will be agreed upon a majority voting of the existing CPA members representatives. (This is agreed as 70%)
- 5.4 An organisation will cease to be a member of the CPA if:

- the work that they were involved in is complete and we do not anticipate requiring or benefitting ongoing input *or*
- their behaviour or actions do not benefit the CPA *or*
- they otherwise do not satisfy the core criteria.

6. Delegated Authority

6.1 As the CPA is not a constituted body, members do not have any delegated authority.

6.2 Alliance members 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 behalf of the CPA.

7. Frequency

7.1 The CPA Members will meet as and when required by the Oversight Board.

7.2 Member organisations will provide attendance with a regular level of frequency (ideally 75% or more) of all Alliance briefing meetings annually.

7.3 Member organisations will use best endeavours to attend meetings with other organisations where they have agreed to represent CPA on behalf of the Alliance and report back to the Alliance members.

8. Administration of the CPA

8.1 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 (e.g. care homes or mental health).

8.2 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

70% (7 out of 10) of organisations on a vote will agree to pass the item.

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.

V2 Edition of the Terms of Reference

Approved by CPA Chair Nadra Ahmed 30 August 2023

Ratified by the CPA members on 31 August 2023

V1 Edition of the Terms of Reference

Approved by CPA Chair Kathy Roberts 30 July 2021

Ratified by the CPA members on 30 July 2021

Appendix A

Care Provider Alliance members as at 31 August 2023

Associated Retirement Community Operators

Association for Real Change

Association of Mental Health Providers

Care Association Alliance

Care England

Home Care Association

National Care Association (including Registered Nursing Home Association)

National Care Forum

Shared Lives Plus

Voluntary Organisations Disability Group