**Learning Disability & Autism (LD&A) Provider Forum**

**Draft Terms of Reference**

**Purpose**

The forum will provide an arena through which the system-wide offer for Surrey’s residents with Learning Disability & Autism can be discussed and developed.

The Forum will facilitate the Council to engage with the sector, discuss key strategic developments and obtain feedback on proposed policy. The forum is intended to facilitate and promote two-way communication between the Council and the sector.

The LD&A Provider Forum is open to all organisations who provide care and support to adults with a learning disability and/or autism in Surrey.

**Governance**

The forum will be chaired by the Head of Commissioning for Disabilities, Autism and Carers.

It will be part of the formal Governance structure for LD&A as shown in appendix one.

**Membership**

The LD&A Provider Forum is open to all organisations who provide care and support to adults with a learning disability and/or autism in Surrey.

The following organisations will be represented at the Forum:

* Surrey County Council including Adult Social Care Commissioners and Operational staff, Strategic Procurement and Finance??
* Surrey Heartlands ICS
* Care and support providers delivering services to adults with a learning disability and/or autism (owners and/or senior representatives)
* SCA representative

Additional representatives and/or guests will be invited to attend as and when required

**Objectives**

The Forum’s remit will cover any matter relating to the purchase and provision of services to adults with a learning disability and/or autism in Surrey.

In particular, but not exclusively, the Forum will;

* Enable the Council to share, and seek views on, its strategic vision about services for adults with learning disabilities and/or autism.
* Enable the Council to highlight, and seek views on, key issues and proposed changes about operational services
* Enable the Council to brief providers about its current and projected financial position and the potential impact on services
* Enable the Council to brief providers about relevant legislation, guidance and directives and discuss the likely impact on services
* Enable the Council and providers to engage in a process that informs any review of fees and to provide a forum through which the Council will keep providers updated[[1]](#footnote-1)
* Enable the Council to work closely with providers with regard to any proposals to amend / update purchasing, contractual and monitoring arrangements
* Enable providers to share information about good practice and celebrate and publicise positive achievements
* Enable providers to bring queries, concerns and any other relevant matters to the attention of the Council, e.g. regarding regulatory matters, client reviewing activity, contract monitoring and vulnerable adults arrangements.

**Principles**

The Forum will strive to be:

* Open and transparent
* Solution focused
* Focused on constructive dialogue and challenge
* Focused on sector wide issues – it will not be an arena for discussing Individual cases/business issues

**Meeting Frequency**

Forum will meet once per quarter (4 times per year) and a forward plan of activity will be set out at the start of each year.

A Council officer will issue agenda and minutes for each meeting and all relevant paperwork will be issued electronically.

Venues will be accessible.

1. The Provider Forum will not include discussions regarding individual fees for either service users or an individual provider. [↑](#footnote-ref-1)