

Carlisle Interagency Homelessness Strategy 2015-20 Implementation Group

Local Agreement and Terms of Reference

1. Role / Purpose

The Carlisle Homelessness Implementation Group will provide strategic direction, monitoring and scrutiny to ensure that the key priorities and objectives within the Interagency Homelessness Strategy action plan for Carlisle 2015-20 are met.

2. Term

The Terms of Reference are effective from June 2015 and will continue until June 2020 to be reviewed annually throughout the life of the strategy.

3. Membership

The Carlisle Homelessness Implementation Group will comprise:

- Alison Crompton, Specialist Work Coach, JCP / DWP
- Vikki Pattinson, Riverside Cumbria
- Clare Brockie, Project Manager, Carlisle Key
- Cate Meagher, Carlisle Team Manager, Unity
- Nicky Jackson, Area Manager, Inspira
- Shirley Long, CASS
- Anne Rogers, Service Manager, Impact Housing Association
- Mark Sellers, Major, Salvation Army
- Claire Burton, Senior Solicitor, Cumbria Law Centre
- Lorna Graham, Leaving Care Manager Carlisle, Children & Family Support team
- Liz Hart, Advanced Practitioner, Children & Family Support team
- Diane Harrison, 16/17 year old Homelessness Co-ordinator, Children & Family Support team
- Karen Johl, Consultant Psychiatrist, Cumbria Partnership NHS Foundation Trust
- Stephen Soars, Regional Housing Manager, Two Castles Housing Association

- Katherine Rickerby / Stuart Campbell, Cumbria Police
- Richard Thompson, Manager, Youth Offending Services
- Alison Taylor, Chief Executive, Cumbria Gateway
- Mary Grace Brown, Operations Manager, Turning Point
- Peter Smith, Homeless Link
- Jane Meek, Director of Economic Development, Carlisle City Council
- Cllr Heather Bradley, Portfolio Holder of Economy Enterprise and Housing, Carlisle City Council
- Tammie Rhodes, Homeless Prevention & Accommodation Services Manager
- Gareth Torrens / Peter Rhodes / Caroline Graham / Karen Osborne, Carlisle City Council

4. Roles and Responsibilities

The Carlisle Homelessness Strategy Implementation Group is accountable for:

- Fostering collaboration
- Removing obstacles to the Partnerships successful delivery, adoption and use
- Maintaining at all times the focus of the Partnership on the agreed objectives, scope, and outcomes
- Monitoring and evaluating the factors outside the Partnerships control that are critical to its success
- Reporting and sharing targets and outcomes
- Conducting an annual review of the effectiveness of the group and action plan
- Improving the transparency of decision making and challenge through escalation and conflict resolution
- Placing safeguarding at the centre of all service development and delivery
- Establishing a cross sector mandate to work outside of single organisational boundaries
- Agreement to improve the housing and support pathways for those identified as at risk of homelessness
- Ensuring that effective information protocols and processes are in place to ensure early intervention and engagement to support the prevention and alleviation of homelessness

The membership of the Carlisle Homelessness Implementation Group will commit to:

- Attending all scheduled Partnership meetings with authority for decision making and if necessary nominate a proxy
- Champion the partnership within and outside of work areas
- Share all communications and information across all Partnership members
- Make timely decisions and take action so as to not hold up meeting objectives and priorities
- Notify members of the Partnership group as soon as practical, if any matters arise which may be deemed to affect the development of the Partnership
- A multi-agency preventative pro-active approach to identify, report and refer people at risk of homelessness and rough sleeping for advice and appropriate assistance
- Promoting and increasing the use of housing references for under 18's
- Not to place 16/17 year olds and families in Bed and Breakfast temporary accommodation
- Promoting a crisis intervention approach to ensure that refusals and pending evictions are flagged to Carlisle City councils homelessness team at an early stage

Members of the Carlisle Homelessness Implementation Group will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact on the actions and objectives as they arise
- Open and honest discussions, without resort to misleading assertions
- Ongoing annual reviews to verify the overall status and health of the partnership







5. Meetings

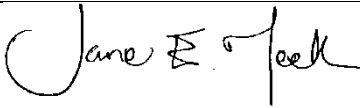

- All meetings will be chaired by Carlisle City Council's Director of Economic Development
- Decisions made by consensus
- Meeting agendas and minutes will be provided by Carlisle City Council; this includes:
 - Preparing agendas and supporting papers
 - Preparing meeting notes and information
- Meetings will be held quarterly at the Civic Centre in Carlisle
- If required meetings will be arranged outside of these times convenient to group members

6. Amendment, Modification or Variation

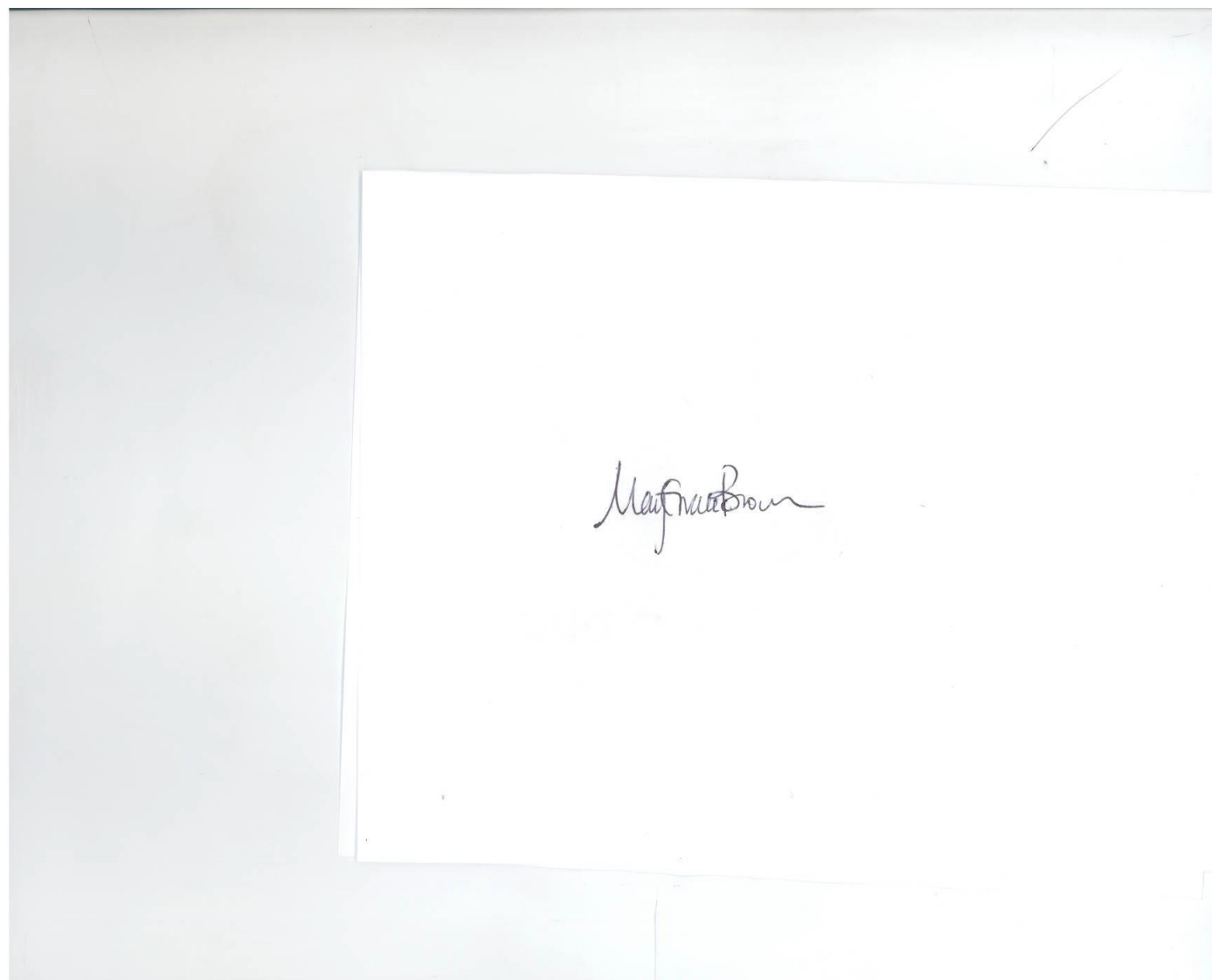
These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Partnership group members.

7. Local Agreement

Name	Title	Organisation	Signature	Date
Jane Robinson	Customer Service Operations Manager (CSOM) Cumberland	JCP / DWP	<i>Jane Robinson</i>	23 rd June 2015
Paul Taylor	Assistant Director Operations	Riverside Cumbria		10 th June 2015
Graeme Ridgewell	Chair of Trustees	Carlisle Key	Please see below	23 rd June 2015
Cate Meagher	Carlisle Team Manager	Unity		10 th June 2015
Sam Dawson	Director	Inspira		10 th June 2015
Bryonie Shaw	Director of Support and Communities	Impact Housing Association	Please see below	10 th June 2015
Mark Sellers	Major	Churches Together Salvation Army		4 th June 2015
Claire Burton	Senior Solicitor	Cumbria Law Centre		10 th June 2015
Jacki Leah	Child & Family Support Services Manager Carlisle & Eden	Cumbria County Council		4 th June 2015

Stephen Soars	Regional Housing Manager	Two Castles Housing Association	Please see below	10 th June 2015
Jane Meek	Director of Economic Development	Carlisle City Council		2 nd June 2015
Cllr Heather Bradley	Portfolio holder	Carlisle City Council		2 nd June 2015
Allison Taylor	Chief Executive	Cumbria Gateway	<i>A. Taylor</i>	6 th June 2016
Mary Grace Brown	Operations Manager	Turning Point	Please see below	6 th June 2016

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7. Local Agreement

Name	Title	Organisation	Signature	Date
Jane Robinson	Customer Service Operations Manager (CSOM) Cumberland	JCP / DWP		
Paul Taylor	Assistant Director Operations	Riverside Cumbria		
Graeme Ridgewell	Chair of Trustees	Carlisle Key		
Cate Meagher	Carlisle Team Manager	Unity		
Sam Sawson	Director	Inspira		
Bryonie Shaw	Director of Support and Communities	Impact Housing Association		
Neil Waller	Project Director	CASS		
Mark Sellers	Major	Churches Together		
		Salvation Army		
Claire Burton	Senior Solicitor	Cumbria Law Centre		
Bev Lucas	Director of Housing & Young People	YMCA		
Jacki Leah	Child & Family Support Services Manager Carlisle & Eden	Cumbria County Council		
Karen Johl	Consultant Psychiatrist	Cumbria Partnership NHS Foundation Trust		
Stephen Soars	Regional Housing Manager	Two Castles Housing Association	<i>S Soars</i>	<i>9.6.15</i>
Jane Meek	Director of Economic Development	Carlisle City Council		
Cllr Heather Bradley	Portfolio holder	Carlisle City Council		