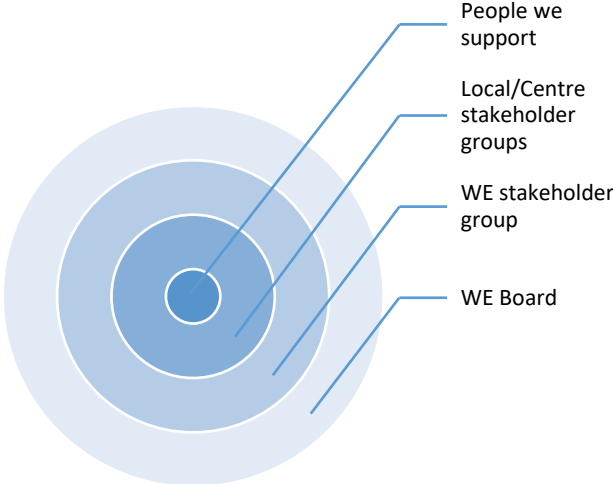


## TERMS OF REFERENCE: WIRRAL EVOLUTIONS LTD: WIDER STAKEHOLDER SUB COMMITTEE

Headings		Terms
1	Purpose	The group's purpose is to <b>provide the wider stakeholder perspective, as articulated by the people we support, families/carer, and associated charities representatives</b> on the development, planning, implementation and evaluation of services delivered by Wirral Evolutions Ltd in line with the Strategic Framework 2024
2	Accountability	The Wider Stakeholder Sub Committee is a non-executive committee and has no executive powers, other than those specifically delegated in these terms of reference
3	Reporting	The Committee shall report to the Board on how it discharges its responsibilities and draw to the attention any issues that require Board action in a timely manner
4	Principles	<p>Each member agrees to work co-operatively to achieve the objectives of Wirral Evolutions Ltd adopting the following principles:</p> <ul style="list-style-type: none"> <li>✚ Be collective advocates for people we support</li> <li>✚ Foster openness and productive debates amongst members</li> <li>✚ Apply independent thinking and objectivity</li> <li>✚ Promote continuous improvement and celebrate achievements</li> <li>✚ Embrace the values of inclusion and equality</li> <li>✚ Uphold Wirral Evolutions Ltd code of conduct principles in section 2</li> <li>✚ Advocate good practice in relation to safeguarding standards</li> <li>✚ Adopt an outcome focused approach allowing for local flexibility and innovation</li> <li>✚ Recognise that groups will be at different stages of development</li> </ul>
5	Roles and responsibilities	<ul style="list-style-type: none"> <li>✚ To facilitate the wider stakeholder perspective to be expressed and utilised to influence proposals and decisions</li> <li>✚ For Wirral Evolutions Ltd to share information about organisational proposals and plans</li> <li>✚ To work with Wirral Evolutions Ltd to identify areas of concern and opportunities, with a focus on continual improvement</li> <li>✚ To assist in communicating information shared at meetings to local stakeholder groups within Wirral Evolution services</li> </ul>
6	Membership recruitment and selection	<ul style="list-style-type: none"> <li>✚ A member of the Executive Team (Head of Operations) will form part of the membership of the Committee</li> <li>✚ An independent Non-Executive Director from Wirral Evolutions Ltd Board will be appointed by the Board as the <i>Chair the Wider Stakeholder Group</i></li> <li>✚ Representative membership will be from the following groups: <ul style="list-style-type: none"> <li>▪ Parent/Carers</li> <li>▪ People we support</li> <li>▪ Associated Charities</li> <li>▪ Wirral Evolutions Ltd</li> <li>▪ Volunteers</li> <li>▪ Together All Are Able</li> <li>▪ Co-opted members as appropriate</li> </ul> </li> <li>✚ Group members (as outlined in Appendix A) shall represent the stakeholder group that they have been nominated to represent. A nominated representative may attend if a group member is unable to</li> </ul>
7	Remuneration	<ul style="list-style-type: none"> <li>✚ Remuneration forms part of the Non-Executive Directors contract</li> <li>✚ Travel and other reasonable expenses can be reimbursed in accordance with Wirral Evolutions expenses policy in section 4</li> </ul>

8	Declaration of interest and Confidentiality	<ul style="list-style-type: none"> <li>✚ All members to adhere with the Company's declaration of interest policy and process in section 4</li> <li>✚ Members are expected to respect confidentiality of specific topics discussed at the meeting as requested by other members, Wirral Evolutions Ltd, or guest speakers</li> <li>✚ Documents circulated, and the notes from the meetings, can be shared externally unless expressly stated as confidential or in draft form</li> <li>✚ The group is not a mechanism to raise or deal with individual complaints; these should be directed through appropriate channels in the usual manner</li> </ul>
9	Administration and reporting arrangements	<ul style="list-style-type: none"> <li>✚ The Wider Stakeholder Sub Committee will meet at least three times a year to be determined by the group. The Chair may call additional meetings as necessary</li> <li>✚ Agendas to be prepared and distributed by Business Support one-week prior to the meeting</li> <li>✚ Action notes to be prepared and distributed by Business Support; two weeks post the meeting (Paper copies of the meeting papers will be provided upon request from Wirral Evolutions Ltd)</li> </ul> <p>Requests for Agenda items should be sent to the Wirral Evolutions Ltd Board Secretariat minimum of two weeks in advance of meetings</p> <p>Meetings will be held at a nominated venue agreed by the group</p> <ul style="list-style-type: none"> <li>✚ A verbal update will be provided to the Wirral Evolutions Board, via the Chair or Co-Chair alongside minutes of meetings and actions</li> <li>✚ The Terms of Reference will be reviewed annually by the Board</li> <li>✚ Diagram 1 below outlines the reporting and communication relationship – underpinning the Governance Diagram in section 2</li> </ul> <div style="text-align: right; margin-right: 100px;"> <p>People we support</p> <p>Local/Centre stakeholder groups</p> <p>WE stakeholder group</p> <p>WE Board</p> </div>  <ul style="list-style-type: none"> <li>✚ The function, membership and chairing arrangements will be reviewed annually.</li> </ul>