

## **Memorandum of Understanding**

### **1. Statement of Purpose**

The Memorandum of Understanding is a statement of purpose between the appointed members of the Supporting People Commissioning Body in the delivery of housing related support services to the communities and residents of Kent. It aims to provide a basis for collaborative working and the effective investment of resources to ensure value for money and high quality service delivery.

### **2. Membership**

- a) The twelve districts and boroughs will be represented by the portfolio holders for housing and/or the most senior housing officer within the respective district or borough.
- b) The portfolio holders and/or the most appropriate senior officers within the Customers and Communities, and Family, and Social Care Directorates.
- c) The most appropriate senior officer within public health.
- d) Members will make any declarations of interest which may impact on their ability to make decisions that are in the best interests of the Programme and vulnerable people within Kent.
- e) The Chair of the Commissioning Body will be the portfolio holder for the Directorate who has responsibility for the Programme.
- f) The Vice Chair will be a representative from one of the twelve districts and boroughs. The Vice Chair will be elected in the January meeting.
- g) The most appropriate senior officer within the Kent Probation Trust.

### **3. Administrative Arrangements**

- a) The Commissioning Body will be administered by the County Council's secretariat in cooperation with the Kent Supporting People Team.
- b) The Kent Supporting People Team will provide reports which relate to the budgetary management, strategic and policy direction of the Programme, commissioning of services including contracting and tendering, performance management, and service user involvement and consultation.
- c) The Commissioning Body will agree a work Programme. The Core Strategy Group will recommend for decision any reports that come to the Commissioning Body.
- d) The Head of the Programme will ensure that the views of providers and service users are represented in reports which are submitted to the Commissioning Body.
- e) The Commissioning Body will meet once every quarter. The Commissioning Body will reserve the right to arrange an extraordinary meeting should circumstances dictate that this is required.

#### **4. Relationships with Other Groups**

- a) The Core Strategy Group will be responsible to the Supporting People Commissioning Body and the Commissioning Body will commission work from the Core Strategy Development Group.
- b) The Commissioning Body/Core Strategy Group will work alongside other bodies as appropriate.

#### **Frequency of Meetings**

- a) Frequency to be Quarterly
- b) Meetings to be held at Sessions House, Maidstone

#### **Conflict of Interest**

- a) Members of the Commissioning Body must at all times operate under the Code of Practice for Members of the Committee on Standards in Public Life (January 2005).
- b) The Conflict of Interest within the Code of Practice applies to the Commissioning Body, as follows:
  - Compliance to the Seven Principles of Public Life
  - Officers operate under these terms at the Commissioning Body
  - All members should register any private or personal, pecuniary or non-pecuniary relevant interests which may influence or be perceived to influence his or her judgement. Oral declarations should be minuted. The chair will decide whether the declaration means withdrawal/inclusion from the meeting or discussion.

#### **Decision-making**

- a) The decisions will be made by consensus

#### **Work Programme**

- a) The Commissioning Body will be presented with a work programme by the Supporting People Team each June for their agreement.

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