

Croydon Adult Social Services Users Panel (CASSUP)

Constitution

1. Aims

- 1.1 Enable adult social service users, their carers and their representatives to express their views and influence decisions affecting the delivery of adult social services in the borough.
- 1.2 Promote co-production/equal partnership between service users, the council and their partners on policy and plans affecting service users, especially where they affect vulnerable people.
- 1.3 Work with decision makers, professionals, service users and carers to help overcome barriers and maximise inclusion and individual choice and control, challenging systems that work against vulnerable people.
- 1.4 To receive and discuss reports (including, where requested, performance reports on adult social services) and other information provided by the council or commissioned by panel members, and to make recommendations about these where appropriate.
- 1.5 In partnership with the council co-ordinate the delivery of the Inclusive Forum events, including agreeing the programme, developing and monitoring the action plan.
- 1.6 To carry out a range of projects to support service users and council officers in meeting the aims of this panel
- 1.7 To publicise and provide feedback to service users on the activities of the panel through the Inclusive Forum, publishing an annual impact assessment and making best use of other communication channels.
- 1.8 To keep panel members and service users informed of national issues and changes that will have an impact on access to service users in Croydon and how to contribute to consultation opportunities.

2. Equalities

- 2.1 The Panel shall positively promote equal opportunities and diversity within the community and will treat all people with dignity and respect, recognising the value of each individual. The Panel shall work for the elimination of all forms of discrimination against persons on grounds of race, gender, age, sexuality, disability and religion.
- 2.2 Panel members are responsible for representing the best interests of residents in the borough. They should try to reflect and understand the views of the community

3. Membership of the Panel

- 3.1 The panel will have a maximum of 20 members, 75% of panel members must be users of adult social services.
- 3.2 Any Croydon resident can apply to be a member of the panel who is either
- a user of Croydon adult social services, or
 - a carer of a user of Croydon adult services
 - a resident of Croydon who wishes to further the aims of the panel
- and meets the selection criteria for panel members
- 3.3 Three councillors will be nominated by their respective parties (two majority, one minority) invited to attend the panel meetings as non-voting attendees.
- 3.4 Council officers and will be invited to and expected to attend panel meetings as non-voting members.
- 3.5 Panel members will be asked to commit themselves to acting as panel members for a minimum period of two years. Members will be required to sign an undertaking to abide by this Constitution and Code of Conduct (see Appendix B).
- 3.6 All resident members will be required to attend an induction session within three months of registering as a panel member.

4. Chairing of meetings

- 4.1 The Chair will guide the business of panel meetings and set the agenda in conjunction with the officer(s) from the Council.
- 4.2 The Chair and vice chair of the meetings will be elected for one year from panel members. If the Chair is absent, the Vice Chair will take over.
- 4.3 If the Chair does not have the confidence of the panel to conduct business appropriately the panel can vote for a different member to take over the office.

5. Meetings

- 5.1 The Panel will meet 6 times in each year and the meetings will be arranged by officers of the Council in partnership with the resident members and Chair. An additional meeting can be organised if agreed by the Panel and the Council.
- 5.2 Any resident member who is absent from 2 consecutive meetings without good reason, will be deemed to have resigned, unless otherwise agreed by the Panel.
- 5.3 Anyone may attend a meeting of the panel, but only panel members may take part in discussions at the meeting, unless specifically invited to speak by the Chair and the Chair will have the power to require any one to leave a meeting who is being disruptive.
- 5.4 The Panel may invite outside speakers to its meetings, as required.
- 5.5 Any item to be included on the agenda must be notified to the Council or the Chair at least 15 working days before the date of the meeting. Additional agenda items may be included at a later date at the discretion of the Chair.
- 5.6 Minutes of the meeting and an action plan will be prepared by the Council and will be circulated to Panel members within 10 working days after the meeting, and published on the Council's web site. Council officers will be responsible for ensuring all action points are addressed.

6. Quorum

- 6.1 Attendance of at least five members of the Panel will constitute a quorum, which is the minimum number of members to enable voting to take place and resultant decisions to be recorded.
- 6.2 If the Panel meeting is not quorate, the meeting will proceed but no decisions can be made.

7. Representation of the views of the panel

- 7.1 The Panel will appoint representatives, to sit on appropriate panels, forums or partnerships and represent the views of the Panel on that body. It will also be the role of these representatives to feed back to the Panel regarding the activities and decisions undertaken.

8. Voting

- 8.1 When a decision is required by a vote, each resident member, including the Chair, will have one vote, and in the event of a tie, the Chair will have a second, or casting vote.
- 8.2 If required, voting by secret ballot can be arranged and administered by the officers from the Council.

9. Sub Groups

- 9.1 The panel can set up sub groups to oversee/manage projects as agreed by the panel
- 9.2 Each sub group must report back to the panel at each panel meeting until its project is completed.

10. Code of Conduct

- 10.1 All members of the Panel will abide by the Code of Conduct (Appendix A).

10. Alterations to the Constitution

- 10.1 Amendments to this Constitution must receive the approval of a minimum of two-third of all Panel members and the council.