

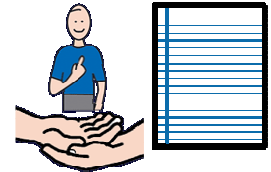


Job Description – Committee Member

Aim of Post: To work together with the Chief Executive to ensure that Community Lives Consortium delivers services which represent best practice, are efficient, empowering and in line with the Consortium's Company Rules.

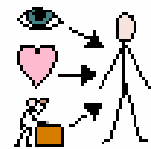
The Aim of the Post:

To make sure that the Consortium provides empowering services, good employment and value for money.



Rights & Respect

Service users are helped to have a normal life in the community.



This will be achieved by:

- Agreeing to promote and work in line with the values and beliefs of the agency.
- Monitoring Consortium's performance management system to ensure that the services reflect the ordinary life aspirations of service users and their supporters.

Autonomy & Independence

Service users are helped to have their say in what they do in their lives.

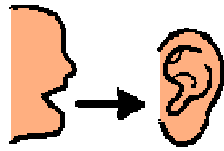


This will be achieved by:

- Agreeing to the principles of accessible information and ensuring that it is presented to service users.
- Having oversight of how active support, inclusive communication and person centred planning is delivered in the services.
- Monitoring that risk assessments associated with enabling decision making is undertaken.

Communication.

Service users are given information in a way they can easily understand.

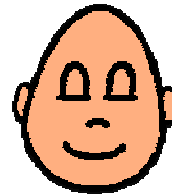


This will be achieved by:

- Monitoring that Inclusive Communication is implemented throughout the agency.
- Receiving and presenting information in a range of media at committee meetings and sub groups.
- Monitoring that all staff communicate with Service Users in the method and language of their choice.
- Supporting and participating in the appropriate inter-personal practice between staff and service users.

Protection

Service users are protected from harm.
They are helped to take some risks to help them be more independent.



This will be achieved by:

- Assessing monitoring reports regarding staff compliance with the Health & Safety Policy at the health and safety sub group and committee meeting.
- Complying with their responsibilities stated in the Health & Safety Policy.
- Assessing monitoring reports regarding staff compliance with the Finance policy at the managing money sub group and committee meeting.
- Recruiting the auditors each year and complying with any recommendations.
- Reporting incidences and allegations of abuse and inappropriate practice in line with policy and procedure.
- Assessing reports regarding all investigations undertaken and making recommendations.
- Co-operating with the CSIW and external partners with regard to issues of protection and health and safety.

Influencing Services

Service users are supported to take part in the planning of the service delivered by the organisation.

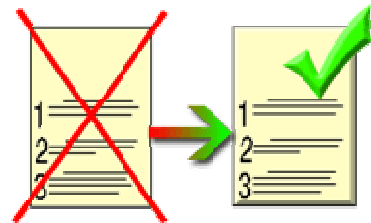


This will be achieved by:

- Having oversight of the agency's development to ensure that all aspects of contracting, planning, management and service delivery promote service users involvement.
- Monitoring that the Quality Assurance process actively obtains the views of service users and their supporters.

Meeting Needs

Service users will receive a service that suits their needs and will change if their needs change.

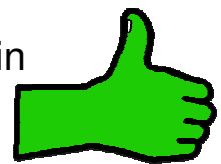


This will be achieved by:

- Authorising the Chief Executive's negotiation process of the contract and variations with the Local Authority.
- Monitoring the performance management systems to assess information about the progress and effectiveness of Service Delivery Plans.
- Monitoring information received regarding service delivery from external partners.

The Organisation will be effective

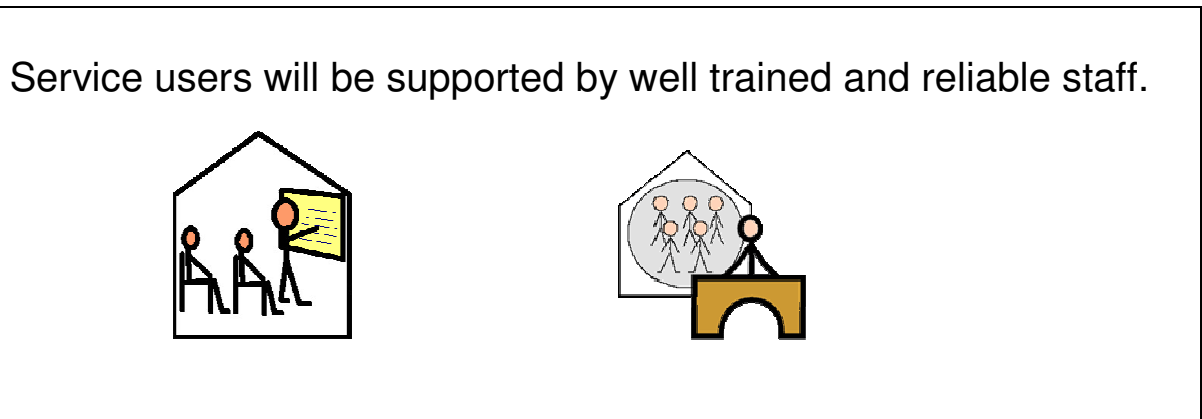
Service users will receive services that are well run in an organised way.



This will be achieved by:

- Conducting regular supervision & appraisal of the Chief Executive.
- Investigating complaints and allegations when required in line with policy.
- Monitoring that the agency develops, maintains and monitors systems so that inappropriate staff practice and grievances are identified and managed in line with Consortium policy.
- Complying with the agency's Disciplinary and Grievance policy.
- Complying with the Care Council for Wales Code of Conduct and the agencies policies.
- Recruiting the Chief Executive and Senior Managers when required.
- Monitoring that the agency develops and maintains systems for the recruitment, employment and management of staff.
- Monitoring the implementation and review of the agency's policies and procedures.
- Contributing to the process of service improvement and organisational development.
- Representing the agency in meetings with external professionals.
- Attending, contributing and actively participating in all meetings.
- Co-operating with the Chair person over any other reasonable task.
- Attending and participating in training sessions in order to effectively perform their governance role within the agency.

Responsive Services that Meet Need

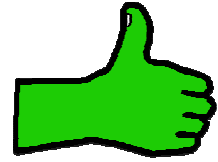


This will be achieved by:

- Monitoring through the performance management reporting system that the level of support offered to individual tenants is in line with the contract.
- Agreeing the agency's budget and monitoring the budget through the managing money sub group.
- Monitoring through the performance management reporting system that staff are trained and developed appropriately.
- Monitoring the effectiveness of the on-call system.
- Participating in training to help perform their role more effectively.

Positive Agency Culture

Service users and staff will be treated with respect and dignity and helped to grow as citizens and professionals.



This will be achieved by:

- Monitoring the agency's compliance with the Data Protection Act 1998 and the agency's policies.
- Supporting and monitoring that all staff and service users involved with the agency treat each other fairly and with respect with courtesy and to respect their race, culture, religion, disability, gender and sexuality.
- Monitoring the effectiveness of the agency to maintain healthy working practices that support their continued physical, emotional and psychological wellbeing.
- Monitoring that the agency develops so that it maximises sustainable ways of working and minimises its negative impact on the environment.

Promoting Healthy Lives

Service users will be supported to stay healthy and well.



This will be achieved by:

- Monitoring that the agency develops so that service users and their supporters have support plans that meet the identified health promotion and clinical support needs.
- Monitoring that the agency develops systems so that service users are supported to safely and accurately receive the medication that they require.

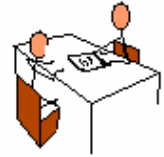
Responsible for making the following decisions.

- For information about the role of committee members please consult the document CLC - Accessible Summary Board Processes 2006.

January 2007

Core Person Specification

The organisation expects people who work for them to have or to be able to do certain things. This makes sure that Consortium employs the best possible staff.



Experience, Skills & Knowledge

It is recognised that committee members will bring to the role a vast range of experience, skills and knowledge dependent on their background. We welcome individuals who represent different aspects of the local community.

All committee members and their supporters will be able to:

- Communicate with each other using a range of methods.
- Work cooperatively as a team.
- Contribute to the committee's decision making process.
- Attend committee meetings, sub group meetings and the AGM regularly.
- Commit to the time it takes to prepare for a meeting.
- Represent the agency with external partners.
- Agree to participate in the required fit person checks.