Financial Action and Advice Derbyshire
Steering Group
Terms of Reference

Financial Action and Advice Derbyshire (FAAD) is a broad partnership of organisations that have a role in taking forward anti-poverty work within the county of Derbyshire, drawn from all sectors: statutory sector, third sector and private sector. This partnership has responsibility for taking forward the Financial Action and Advice Derbyshire Strategy.

These are the Terms of Reference for the **Steering Group** of that Partnership. In addition, all members are required to follow the principles of the Partnership Agreement their organisation has signed, and to work collaboratively in support of the partnership.

1.   Purpose

The purpose of the Steering Group is to steer and lead the work at a strategic level. It has overall responsibility for the Financial Action and Advice Derbyshire Strategy.

2.   Objectives

2.1.   Provide strategic direction to the work of FAAD.

2.2.   Ensure FAAD work is linked in to all relevant statutory plans and strategies for Derbyshire.

2.3.   Have overall responsibility for the implementation and development of the FAAD strategy and action plans.

2.4.   Work to ensure an ongoing effective partnership approach.

2.5.   Oversee the work of the Sub Groups in each topic area, as well as the work of FAAD staff.

2.6.   Oversee the FAAD budgets and resources through the FAAD manager, and help identify further resources required, in accordance with the stated principles, objectives and action of the FAAD Strategy.

2.7.   Report to Derbyshire Partnership Forum, or as agreed.

3.   Membership of the Steering Group and Joining Process

3.1.   Membership of the Steering Group shall be drawn from the broad partnership of organisations, and be representatives who work at a decision making level in their organisation.

3.2.   The host organisation is entitled to be a member of the Steering Group. All other members shall be selected by an invitation from the Steering Group.

3.3.   The Steering Group membership shall have a 15 places.

3.4.   Steering Group members may send a representative to a Steering Group meeting on an occasional basis as necessary.

3.4.   All Steering Group members are required to go through an induction process meeting before their first Steering Group meeting.

4.   Role and responsibilities of Steering Group members

4.1.   All Steering Group members are responsible for upholding and adhering to the Steering Group Terms of Reference.

4.2.   All Steering Group members are responsible for representing the work of the Partnership at any relevant strategic forums they attend. They are also responsible for linking any relevant strategic developments in the county into FAAD.

4.3.   Attendance at meetings: members are required to attend Steering Group meetings regularly. Should a member miss three consecutive meetings they will no longer be a member of the Steering Group, (unless exceptional circumstances).

5. Chair and Vice Chair of FAAD

5.1.   The Chair and the Vice Chair of FAAD shall be elected annually each July (or as close to July as practicable).
The preceding meeting to the July meeting shall seek nominations from the Steering Group.   The nominations that come forward shall be considered by the Steering Group and agreed every two years for each role, alternating between Chair and Vice Chair.

5.2.   The Chair and Vice Chair should be drawn from different types of organisations, where possible.

5.3.   The Chair and/ or Vice Chair are responsible for chairing Steering Group meetings, providing strategic lead and for representing the Partnership externally from time to time.

5.4.   The Chair and/ or Vice Chair shall liaise with the FDP Partnership Manager in order to plan the meetings and agree agendas.

5.5.   The Chair and / or Vice Chair are responsible for proving strategic lead on issues which may arise and for representing the Partnership on formal communications that occur from time to time.

5.6.   The Chair and Vice Chair are responsible for ensuing that the Steering Group adheres to these Terms of Reference.

6. Role of FAAD staff

6.1.   The FAAD Policy and Partnerships Manager shall be in attendance at, and report to the Steering Group. They will help to coordinate and support the overall work of the Steering Group.

6.2.   The FAAD Policy and Partnerships Manager shall provide regular written reports to the Steering Group.

6.3.   The FAAD Project Assistant, where applicable, shall be in attendance at the Steering Group and provide the secretariat role. Where there is no Administrator the Manager shall be responsible for providing or organising this.

6.4.   The FAAD Policy and Partnerships Manager shall liaise with the Chair and/ or Vice Chair to help plan the meetings and prepare the agendas as agreed. They will also keep them informed of any key developments.

6.5.   The accountable body for the project, Rural Action Derbyshire, shall employ and manage the FAAD staff.

7.   Frequency of meetings

7.1.   The FAAD Steering Group shall meet quarterly.

8.   Communication

8.1.   A summary of main points discussed and decisions made at Steering Group meetings will be made available to all FAAD members. A copy of full minutes (but without any confidential items) will be made available to any FAAD member on request. Any confidential matters will be dealt with via the Executive committee and the chair will decide what information will be made available to the wider partnership.

9.   Relationship with Sub Groups

9.1.   Any sub groups established by the Steering Group will have a clear remit agreed by the Steering group and shall report to the FAAD Steering Group.

9.2.   Sub groups can be established to address particular pieces of work on either a short term basis or longer term – those with a longer term role will be called standing sub groups.

9.3.   Any standing sub group chairs shall be members of the Steering Group and be responsible for reporting on their Group's work, with any relevant support from the FDP Manager.

9.4.   The Steering Group shall have due regard for communication back to the wider partnership or to individual sub groups, where relevant.

10.   Executive Group

10.1. The Executive Group shall meet as required, to address housekeeping, finance, staffing, and any confidential issues.

10.2. They shall also have delegated responsibility should an urgent Partnership decision be required between Steering Group meetings.

10.3   The Executive Group shall be made up of Chair, Vice Chair, Host organisation CEO and a maximum of two other Steering Group members.   Three of the five shall be quorate. Other members maybe invited on occasion, if required. They shall be attended by the FAAD Policy and Partnerships Manager, as appropriate.

10.4. The Executive Group shall feed back to the Steering Group.

10.5. Any member of the Executive Group can call a meeting.

11.   Other local financial inclusion initiatives

11.1. FAAD shall work in close and *active* partnership with any other localised financial inclusion initiatives in the county, if applicable, so that:
   localised work can raise any matters county wide,
   learning can be shared from local effective practice,
   localised work can help support local implementation of county wide work.

11.2   The FAAD Policy and Partnerships Manager shall seek to attend any localised forums. Leads from localised forums are invited to be members of the Steering Group.

11.3. The work of FAAD shall also seek to take account of initiatives bordering the county boundary (for example, Derby City and neighbouring counties) to ensure against any duplication of services and activities.

12.   Decision making

12.1   The Steering Group has responsibility for leading and deciding the overall policy and direction of FAAD in line with the Strategy.

12.2. The Steering Group shall, where possible, reach decisions by consensus.

12.3. Where formal decisions are required a quorum of at least a third of it's membership must be present. Decisions shall be carried by a simple majority vote. Where the vote is equally split with no majority, the Chair shall have the casting vote.

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