

## **Herefordshire Compact Code Implementation Group (CCIG)**

### **Statement**

Herefordshire Compact Code Implementation Group (CCIG) met for the first time on Monday 13<sup>th</sup> March 2006 at the Fred Bulmer Centre, Hereford. For the first meeting the Chair was Paul Ryan, Herefordshire PCT. The group will be accountable through the Compact Working Group for the implementation of the Code of Good Practice for Funding and Procurement and the development and publication of the Code of Good Practice for Policy Development, Service Design and Consultation by April 2007.

### **Membership**

The membership of the CCIG is drawn from The Alliance and its members, Herefordshire Council and Herefordshire Primary Care Trust. Andrew Nash, Herefordshire Primary Care Trust will Chair the group.

Andrew Nash	Herefordshire Primary Care Trust (Finance) <b>Chair</b>
Nick Comley	Alliance Temporary Compact Officer
Jill Dickinson	Herefordshire PCT Carers Officer
Gerry Harrison	Herefordshire Council Adults and Community (Finance)
Ros Hatherill	Herefordshire Council Children's Services
Jean Howard	Herefordshire PCT Impact Team
Jill Jones	Carers Action
David Rudge	Herefordshire Council Adults and Community (Adults)
Paul Ryan	Herefordshire PCT (Commissioning)
Karen Stanton	Herefordshire Council Adults and Community (Com)
Rach Thompson	Deaf Direct
Richard Watson	Herefordshire Council Children's Fund

### **Terms of Reference**

See Appendix A for Terms of Reference for this group  
The Terms of Reference were adopted on Monday 13<sup>th</sup> March 2006.

### **Implementation Action Plan**

The group discussed the draft Implementation Action Plan, proposed guidelines for managing the transitional period, a draft specification for the shared



Herefordshire  
Primary Care Trust



**Compact**  
working together better together

learning programme, the Funding Survey and the preparation of the Code of Good Practice for Policy Development, Service Design and Consultation.

The group identified a number of areas where they required additional evidence and information, and asked for this to be available for their next meeting, which is scheduled for the week beginning 10<sup>th</sup> April 2006.

The group will then be in a position to publish the Implementation Action Plan, and to provide advice and guidance on implementation and the management of the transitional period to ensure a smooth changeover to the new funding arrangements.



Herefordshire  
Primary Care Trust



**Compact**  
working together better together

## **Appendix A**

### **Herefordshire Compact Code Implementation Group (CCIG)**

#### TERMS OF REFERENCE

##### **1. Purpose**

The responsibility for the implementation of the Code of Good Practice for Funding and Procurement lies jointly with The Alliance, Herefordshire Council and Herefordshire Primary Care Trust.

The Herefordshire Compact Code Implementation Group (CCIG) will oversee the implementation and delivery of the Herefordshire Compact Code of Good Practice for Funding and Procurement by April 2007.

##### **2. Accountability**

The Herefordshire Compact Code Implementation Group will be accountable to the Alliance, Herefordshire Council and Herefordshire Primary Care Trust through the Herefordshire Compact Working Group.

### 3. Functions

- a) **Promotion of the Compact:** To promote the Compact within the signatory organisations represented on the group and with other partner agencies.
- b) **Implement the Compact Code:** To ensure that undertakings contained within the Compact Code are delivered on time.
- c) **Monitoring:** To ensure that implementation of the Compact Code delivers consistent practices.
- d) **Resources:** To deploy all available resources to signatories of the Compact Code to ensure effective delivery of the undertakings made.
- e) **Development of the Compact:** To publish a Compact Code of Good Practice for Policy Development, Service Design and Consultation by April 2007.
- f) **Resolution of Conflicts and Disagreements:** To put in place a Compact Mediation Group to resolve areas of conflict or disagreement related to the implementation of the Code.
- g) **Summary Report:** To compile and submit a summary report to the Compact Working Group, with recommendations for further work, if appropriate.

### 4. Membership

Membership will be drawn from all signatories to the Herefordshire Compact; these may be designated as 'Compact Champions'.

A named deputy may be delegated to attend on a member's behalf, if that member is unable to attend a meeting.

### 5. Members' Responsibilities

Members of the group will undertake to:

- a) Attend meetings regularly.
- b) Feed information back to the organisation(s) they represent, and any relevant partnerships of which they are a member.
- c) Seek the views of the organisation(s) they represent, in order to represent those views at the Compact Code Implementation Group.

- d) Negotiate and obtain the authority to ensure full implementation of the Code within their organisations.

## **6. Meetings**

The group will meet monthly in the first instance to achieve the work programme.

Andrew Nash has been appointed as Chair.

The Alliance will provide the secretariat for the group.

## **7. Voting**

In the event of unresolved disputes within the group the full membership will be balloted on the issue in question.

March 2006