

## HSCP Role Description for Subgroup Chairs

### Introduction

HSCP is a strategic partnership body. Other than the part-time presence of an Independent Chair and a small partnership team, it has no existence other than as a collective unit. This means agencies must be sure their organisations and leaders actively share in leadership and shaping the partnership and in delivering its priorities.

The main role for the chairs of the HSCP Subgroups is to steer the members and co-opted members in achieving the agreed objectives set out in the annual work plan. The chair must be given appropriate capacity by their organisation to achieve the roles set out below:

- To produce the annual work plan with the Partnership Team and members of the subgroup, ensuring that it contributes to the objectives of the HSCP Business Plan.
- To produce and review the Terms of Reference with the group's members on an annual basis.
- To identify project leaders for individual tasks/activity.
- To steer the work of members and ensure assigned tasks are completed.
- To provide appropriate updates/reports on the work of the group to the Main Board.
- To bring to the attention of the HSCP any issues (e.g. capacity, agency representation) that may impede the progress of the group.
- To provide robust scrutiny and oversight of the delivery of actions within respective work plans and to escalate any risks or concerns to the Main Board.
- To agree the agenda for every meeting with the Partnership Team.
- To review the membership of the group regularly and ensure that it is both representative and effective.
- To ensure that the group promotes equality of opportunity through policies and practice.
- To identify a deputy chair.