



Membership Form

Organisation Details			
Contact Name:		Position:	
Email:		Phone:	
Company Name:			
Address:		Postcode:	
Website:			
Type of Organisation (e.g. public body, sole trader, limited, charitable):			
Company/Charity Reg. No.:		Incorporation date:	
Annual Membership Fee £250 due 1 st April to be invoiced upon acceptance of membership application. (fees subject to annual review)	Please tick preferred payment option: <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Bank Transfer <input type="checkbox"/> Standing Order (6 monthly - 2 payments per annum)		

Can you give us an outline of your organisation:

(please include types of services offered and give details if you provide services in other areas of the Liverpool City Region)

What contribution can you offer to the running and development of the CIC:

(e.g. specialist service provision, hosting meetings/events, linking into existing networks)

I/WE hereby accept the Terms of Reference (Appendix 1) and appoint the following representative(s) to attend on behalf of the aforementioned member organisation (delete if not applicable)

Authorised representative (1).....

Authorised representative (2).....

Signed for and on behalf of

Name:

Position:

Signature:

For Office Use Only	
Date received:	
Date Entered on database:	
Entered on database by:	

Appendix 1

Terms of Reference

Liverpool Home Care Providers Community Interest Company

Aims of the CIC:

To ensure there is a sustainable and proactive Domiciliary Care sector in Liverpool, supporting the successful implementation of Healthy Liverpool. Through the CIC, providers will work together to support each other in:

- Ensuring high quality service provision for Liverpool citizens requiring domiciliary care and their families
- Ensuring services develop to meet the changing needs of citizens
- Informing the design and development of services to ensure practical delivery aspects are considered at the outset
- Driving practical, proactive innovation within services
- Providing a clear channel for highlighting areas of improvement in existing service delivery models
- Providing a single point of contact to enable close, proactive working with all local public bodies (Local Authority, NHS, Emergency Services etc.) and other related services. This is essential given the current challenges being faced in delivering care services and the need for innovative solutions
- Supporting the development of skills to sustain future workforce requirements through working proactively with schools and training providers

- Working collaboratively with public bodies and local technology companies to support the introduction of technology in care services

Basic Working Principles of the CIC & Membership Requirements

- The CIC is not established or conducted for private gain and any surplus or assets are used principally for the benefit of the community.
- The CIC will be made up of a diverse mix of charities, local SMEs and national companies with a local office.
- All members make a commitment to the above aims of the CIC, working openly with other providers and in the best interests of service users and the sector as a whole.
- Membership is open to all CQC registered organisations providing domiciliary care services in the city.
- The liability of each member is limited to £1.00 being the amount that each member undertakes to contribute to the assets of the CIC in the event of it being wound up.
- Organisations or individuals shall deliver to the CIC an application for membership in such form (and containing such information) as the Directors require.
- Membership is non transferable.
- A Member Organisation may nominate any individual to act as its representative (an Authorised Representative) at any meeting of the CIC.
- The Member Organisation must give notice in writing to the CIC of its Authorised Representative (see application)
- An individual appointed by a Member Organisation to act as its Authorised Representative is entitled to exercise the same powers as the Member Organisation could exercise if it were an individual member.
- The Authorised Representative has the same voting rights as the Member Organisation would be entitled to if it was an individual member present in person at the meeting.
- The CIC will produce regular sector updates for members.
- Members will be required to attend meetings which will be scheduled in advance and held six weekly.
- Attendees will be limited to two Authorised Representatives per organisation.

- Administration work to support the CIC can be delivered by member organisations and funded through the CIC as agreed by the group.

Governance:

The CIC will have a minimum of two Directors at any time. Roles of Chair, Vice Chair and a Company Secretary

Subject to the Articles <https://beta.companieshouse.gov.uk/company/09882967>

The Directors are responsible for the management of the CIC's business for which purpose they may exercise all the powers of the CIC.

Directors receive no remuneration for these roles. However, should this be agreed in the future, Directors are entitled to such remuneration as the Directors determine a) for their services to the CIC as Directors and b) for any other service which they undertake for the CIC.

The group will agree on the directors and roles and will review on an annual basis together with the Terms of Reference.

The CIC is limited by guarantee, having no shareholders.

In the event of the CIC being wound up the following asset locked body is specified as a potential recipient of the CIC's assets under Articles 3.2 and 3.4:

Name: St Andrews Community Network

Funding the Work of the CIC:

There is no intention at this stage to deliver care services through the CIC.

Any income into the CIC would be to support the research and development of new or improved services and cover legal, insurance and administration costs

When applying for funding, the group will agree openly how funds will be spent prior to submitting applications. All applications will be based on activities which achieve the aims and objectives of the CIC as described above.