

## Clackmannanshire Health and Social Care Forum

### Terms of Reference

#### Purpose of the Forum

Set up by CTSi, the forum is a key way of engaging with the Third Sector in Clackmannanshire to ensure that both the Third Sector Interface responds to members' needs and fosters an environment where people can confidently express themselves to decision-makers and feel their voice is being represented through the Health and Social Care community representatives and at the Community Partnership Planning framework. It puts organisations and the people they work with at the heart of the local planning process and acts as a sounding-board to ensure that CTSi fully understands the community and its interests.

The forum:

- Provides the voluntary and community sector with an opportunity to be involved in the development and implementation of new policies or service changes by the local health and social care partnership, local authority, NHS, Scottish Government or other public bodies.
- Works as a direct line of accountability and will ensure that Third Sector organisations play an active and equal role in the new developments in health and social care.
- Promotes formal representation of the community in the health and social care partnership.
- Provides an opportunity for representatives from the Third Sector to come together and discuss issues of common interest, share knowledge and experience, identify areas of good practice and agree policy positions, where appropriate.
- Provide opportunities to look in detail at service redesign, strategic commissioning and reporting structures and evaluation.
- Acts as a two-way communications channel. The forum receives regular updates from the health and social care and community planning partnerships.
- Shares feedback from other local forums – such as Carers' Forum, Users' and Carers Forum, Older Adults' and Transport.
- Promotes opportunities for mutual support and networking and encourages joint working between local voluntary and community organisations
- Identify gaps in current provision of services or areas of increased levels of need.
- Share information on funding opportunities.

- Enables voluntary and community organisations to provide information about new or changing services to other organisations.
- Aims to encourage and support smaller organisations to get more involved in service delivery.
- Supports new and unique initiatives responding to grass root needs.
- Circulates notifications of events, focus groups and training opportunities.

### **Membership of the Forum**

- The forum is open to any voluntary or community organisation that operates in Clackmannanshire.
- Representation from the voluntary and community sector can include paid workers, volunteers, or management committee.

### **Format of the forum**

- The forum will be meeting-based, although members can contribute electronically and request agenda items. (would an online forum be useful also – would it actually be used?)
- Meetings will be held four times a year.
- Each meeting will run for 2 hours
- There will be information via e-mail, post and on the CTSI website
- Meetings will include opportunities for organisations to share information on their service.
- Meeting format may include small group work and presentations.

### **Facilitation**

- There will be a Chair and Vice Chair elected by voluntary sector members of the group on an annual basis.
- The chair will agree an agenda in advance of each meeting
- CTSI will act as the forum secretariat
- Reports, presentations and other information will be posted on the CTSI website [www.ctsi.org.uk](http://www.ctsi.org.uk)

### **Reviews**

- The terms of reference will be reviewed annually.