

# **Voluntary Action Merthyr Tydfil**

## **HEALTH AND SOCIAL CARE FORUM**

### **TERMS OF REFERENCE**

#### **1 Purpose**

To provide a forum for voluntary organisations who have an interest in health and social care services in the County Borough of Merthyr Tydfil.

#### **2 Objectives**

- 1 To provide opportunities for voluntary organisations to meet on a regular basis, to aid networking and to respond collectively on issues concerning policy and practice
- 2 To provide a forum for statutory organisations to share information and consult with a range of voluntary organisations
- 3 To provide a reference group for representatives of voluntary organisations who represent the sector on multi agency planning bodies and to provide a forum for discussion and reporting
- 4 To provide a reference group for VAMT staff to engage with voluntary organisations on a collective basis and provide opportunities to seek views, feedback and to provide reports
- 5 To provide a vehicle for selecting/electing voluntary sector representatives to other bodies as appropriate

#### **3 Membership of the Forum**

The mailing list for the Forum shall be inclusive of all voluntary organisations with an interest in health and social care. However, organisations may opt out of the mailing list should they so wish.

Standing invitations will be sent to relevant statutory organisations as agreed from time to time. In the first instance representatives will be sought from local authority, local health board and health trust.

#### **4 Chairperson / Vice-chair**

A Chair and Vice-chair shall be elected from the Forum. The term of office shall be two years. Nominations for the appointment of Chair/Vice-chair shall be sought in writing from Forum members. If an election is required the voting shall be by postal ballot.

## **5 Secretariat**

The secretary of the Forum shall be a staff member of Voluntary Action Merthyr Tydfil. VAMT will be responsible for taking minutes of the meetings, giving notice of the meetings to the membership of the Forum. The agenda of the meeting shall be agreed with the Chair in advance.

## **6 Frequency of Meetings**

The Forum shall meet on no less than four occasions per year.

## **7 Working Groups**

The Forum shall appoint working groups as and when necessary. The deliberations of working groups must be reported to full Forum meetings.

## **8 Review and Evaluation**

The Forum shall review the terms of reference of the Forum and evaluate the success or otherwise of the Forum at least every two years.