

Falkirk Third Sector Forum on Community Care & Health

Terms of Reference

1. Purpose of the Forum

The purpose of the Falkirk Third Sector Forum on Community Care & Health is to facilitate representatives from the Third Sector coming together to discuss issues of common interest, share knowledge and experience, and identify areas of good practice around issues of health and social care.

The forum will provide a stronger voice and greater representation on relevant issues with statutory agencies, through engaging in participative consultation, and in Community Planning.

Members of the forum will be encouraged to involve their users in planning of their own services, and through the auspices of the forum, to seek to influence the planning of relevant statutory services for the Falkirk Council area.

2. Scope of Activity

The Forums' scope of activity is limited to issues of relating to health and social care in Falkirk. The forum is linked with two of the priorities and two of the outcomes of the Strategic Outcomes and Local Delivery (SOLD) Plan: the priorities are Improving mental health and wellbeing; and Minimising the impact of substance misuse. The outcomes are Outcome 4 – Our Population will be Healthier; and Outcome 5 – People live Full, Independent and Positive Lives within Supportive Communities.

These include, but are not limited to:

- Issues relating to health and social care
- Reducing health inequalities
- Substance misuse
- Mental health and wellbeing
- Community based support
- Learning Disability
- Physical Disability
- Older People
- Sensory Impairment
- Carers

The full Strategic Outcomes and Local Delivery Plan can be accessed on the [Falkirk Council](#) website.

The forum is also aligned to the work of the Falkirk Health and Social Care Partnership (HSCP) and the Falkirk Integrated Strategic Plan: 2016-2019, with the vision echoing Outcome 5 of the SOLD Plan. Within the Strategic Plan five specific outcomes are identified, which are in line with the Scottish Government's 2020 Vision:

1. **Self-Management:** Individuals, carers and families are enabled to manage their own health, care and wellbeing
2. **Autonomy and Decision Making:** Where formal support is needed people should be able to exercise as much control and choice as possible over what is provided
3. **Safe:** Health and social care support systems are in place, to help keep people safe and live well for longer
4. **Service User Experience:** People have a fair and positive experience of health and social care
5. **Community Based Support:** Informal supports are in place, which enable people, where possible, to live well for longer at home or in homely settings within their community.

The full Falkirk Integrated Strategic Plan: 2016-2019 can be accessed on the [Falkirk Health and Social Care Partnership](#) website.

3. Function of the Forum

- To consult and represent on behalf of the third sector on issues relating to the Community Planning Priorities and Outcomes, and Health and Social Care Partnership Outcomes listed in section 2
- To hold representatives to account on behalf of the sector
- To provide information and support to the third sector on the issues in the Scope of Activity
- To share common understandings and views on behalf of the sector in Falkirk
- To promote peer support and review within the sector
- To provide a forum for training opportunities and quality improvement
- To provide a sector wide opportunity for engagement and information exchange between the third sector, the Community Planning Partnership, Health and Social Care Partnership and public agencies.

4. Forum Attendance

The forum is open to representatives of the third sector, waged and unwaged, who provide services relating to, or have an interest in the remit of this forum in the Falkirk Council area.

The third sector comprises of community groups, voluntary organisations, charities, social enterprises, co-operatives and individual volunteers.

Attendance will be limited to one representative per group or organisation.

There will be no charge for membership.

Representatives of relevant public and private sector organisations, including Falkirk Council may also attend by giving notice of their intent to attend to CVS Falkirk in advance of the forum.

5. Administration

- The forum will meet at least 4 times per year. Further meetings may be called as required. All meetings will be advised with at least 21 days' notice, and dates for the coming calendar year will normally be advised at the start of each year.
- The forum will have two Representatives to be chosen by the members of the forum, one to the Integration Joint Board for Health and Social Care (IJB), and one to the SOLD Outcome 4 'Our Population will be Healthier' working group. The representative to SOLD Outcome 4 will be chosen on an annual basis at the first meeting of the year; the election of the third sector IJB rep will be overseen by the Falkirk HSCP on a biennial basis with the role advertised through the CVS Falkirk e-bulletin. The Representatives will be required to:
 - Assist in the co-ordination of the agenda in advance of each meeting.
 - Attend the Community Planning priority and outcomes meetings, or IJB meetings alongside a representative from CVS Falkirk (where applicable).
- Contact details for the forum reps can be found on the dedicated forum webpage at <http://www.cvsfalkirk.org.uk/voice-of-the-sector/community-care-and-health-forum/>
- CVS Falkirk will administer the forum, including:
 - Co-ordinating Agenda
 - Taking and distributing minutes of the meetings
 - Arranging training opportunities and other speaker/presentations
 - Undertaking and collating results of consultations

- All minutes, reports and presentations from the Forum will be available online at <http://www.cvsfalkirk.org.uk/voice-of-the-sector/community-care-and-health-forum/>
- All forum communications will be via CVS e-bulletin and the CVS Falkirk website (<http://www.cvsfalkirk.org.uk>).
- The forum is also supported by a dedicated Online Discussion Board for the continuation of discussions outwith the forum meetings, and to allow for the sharing issues or asking questions between forums. The Online Discussion Board is available to facilitate people who can't attend forum meetings to be involved in the forum, and will be used to help inform the agenda of meetings. The Online Discussion Board is available online at <https://www.cvsfalkirk.org.uk/voice-of-the-sector/online-forums/community-care-and-health-online-forum-cchf/>

6. Review

The remit and membership of the forum will be reviewed by the forum on an annual basis, unless exceptional circumstances occur.

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