

Health & Social Care Forum Constitution

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The Health and Social Care Forum is a forum for voluntary, community and faith (VCF) sector organisations that have an interest in Health and Social Care.

1. Health and Social Care Forum Outcomes

Overall Outcome

The Health and Social Care Forum enables the VCF sector in Sefton to effectively engage with, influence, and contribute to Health and Social Care issues

Outcomes

- Health and Social Care Forum members work together and with other partners
- Health and Social Care Forum members support each other to obtain funding for their work, or to be commissioned to provide services
- The varied and diverse voices of the VCF sector are heard by decision-makers in Sefton, regionally and nationally
- VCF sector influence policy and service development
- Health and Social Care Forum members have knowledge and understanding of policy and service development

2. Membership

Membership of the Health & Social Care Forum is open to all voluntary and community organisations working in the field of health and social care within the Borough of Sefton, providing they agree to abide by this constitution. Membership is open to voluntary organisations, community groups and other not for profit organisations operating in Sefton with an interest in health, social care and wellbeing.

Organisations will be offered two levels of membership – full membership will be offered to those organisations who actively engage with the forum and wider membership for those who receive information and papers from the meeting.

Organisations may have two permanent members on the Health and Social Care Forum, to whom information from the Health and Social Care Forum will be sent. However organisations can choose to send substitutes to meetings if need be. Organisations that have separate projects within the Borough may negotiate with the chair of the Health and Social Care Forum for more members if necessary.

It shall be the decision of each individual participating organisation or project how and whom they appoint to represent them.

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3. Conduct of meetings

Meetings will be conducted in an environment of mutual respect. Members will treat each other as partners. Each member will be given the opportunity to speak, and each contribution will be valued. Mobile phones will either be switched off or silent.

Meetings and agenda items will seek to be engaging and allow sufficient time for members to debate and discuss issues, ensuring that as many views as possible are captured during meetings.

4. Voting rights and quorum

It is hoped that at Forum meetings agreement can be reached by consensus.

When consensus cannot be reached then a vote will be taken. A record of the vote shall be kept to allow accurate recording of the Forum's position and to allow individuals to register their disagreement.

In the event of a tied vote then the Chair may exercise a casting vote. Otherwise the Chair may not vote.

There shall be a quorum when at least one tenth of the existing full member organisations of the Health and Social Care Forum, are present at any general meeting. Each organisation will have one vote.

5. Honorary Officers of the Forum

The Health and Social Care Forum can select a Chair and Vice-Chair(s) from the Health and Social Care Forum membership. Alternatively, it may be deemed preferable for the Health and Social Care Forum to elect a Chair or Vice-Chair from outside the Forum membership.

The procedures for voting are detailed in section 7 below, and relate to election from either inside or outside of the Forum membership.

Sefton CVS shall provide a support officer for the Forum.

6. Representatives of the Forum

The Health and Social Care Forum elects representatives and substitutes to various decision-making bodies. There will be one substitute for each representative. At present it elects one representative and substitute to the following groups:

Sefton Partnership for Older Citizens
Voluntary, Community and Faith Representatives Groups

Representatives of the Health and Social Care Forum shall agree to follow the roles and responsibilities of a representative.

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7. Electoral procedure

Election to positions as Honorary Officers of the Health and Social Care Forum or Representatives of the Health and Social Care Forum will be conducted according to the following procedure:

- All elected posts will have a two-year period of tenure. However, incumbents are able to be re-elected.
- Elections will be held at the Health and Social Care Forum meeting in May or the nearest meeting to May every year. Half the honorary officer and representative posts will be elected each year.
- Expressions of interest will be invited with the papers for the meeting before the election meeting. The deadline for expressions of interest will be four weeks before the election meeting, and information about those who are up for election will be sent out with the papers for the election meeting.
- A secret ballot will be held at the May meeting or the nearest meeting to May. Each organisation will have one vote. The meeting must have a quorum of members.
- If the chair leaves the organisation that they are working for or resigns from the post of chair, the vice chair will become chair until the next election date. There will be no vice chair in this time.
- If the vice chair leaves the organisation that they are working for or resigns from the post of vice chair, the chair will appoint a temporary vice chair until the next election date
- If a representative leaves the organisation that they are working for or resigns from the post of representative, their substitute will become the representative until the next election date. If the substitute also leaves the chair will appoint a temporary representative until the next election date.
- A candidate with a majority of votes cast will be considered to be elected. If the vote is tied the chair will make the deciding vote.

8. Sub-Groups and Task and Finish Groups of the Health and Social Care Forum

A sub group or a task and finish group of the Health and Social Care Forum can be set up when a need is identified by the Health and Social Care Forum. It is expected that these groups will have a terms of reference that fits in with this constitution. A sub group should operate for as long as it is needed. A task and finish group should have a set start time and end time.

Chairs of Sub-Groups and Task and Finish Groups should report regularly to the Health and Social Care Forum on recent activity and key pieces of work. In the event they cannot attend, a Vice-Chair should attend or other deputy.

Business and Work Plan

The Chair, Vice-Chair and Chairs of sub-groups and/or Task and Finish Groups, with support from Sefton CVS, will determine the agenda and key

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pieces of work which the Forum should focus its efforts on. This group should meet at least one calendar month prior to the next scheduled meeting. Minutes will be taken and circulated with Health and Social Care Forum agenda.

9. Amending the constitution

The Health and Social Care Forum will review the constitution at least annually. Amendments to the constitution can be made by agreement at a meeting open to the full membership of the Health and Social Care Forum, providing that 21 days notice of the proposed changes has been given.

10. Annual Evaluation

The Forum will carry out an annual evaluation of their work for the municipal year. This should celebrate the Forums successes as well as review its structure, aims and objectives