

South Northamptonshire Health and Wellbeing Forum

Terms of Reference

1 Purpose

The Health and Wellbeing Forum brings together at a local level key partners from the different sectors who have a shared aim to work together to improve the health and wellbeing of people in South Northamptonshire.

The objectives of the Forum are to identify health and wellbeing priorities in South Northamptonshire; to gain local stakeholder feedback on health and social care services and to use this to influence service providers of service improvements. A further objective of the Forum is to create a collaborative mechanism from which local organisations involved in the health and social care sector in South Northamptonshire can explore and implement joint service improvements to the benefit of local residents.

The Forum will play a key role in integrating local commissioning and service delivery arrangements with other relevant services and in developing a clear local strategy across NHS organisations, public health and social care that will help to create an integrated approach to achieving the highest possible quality and widest range of service in South Northamptonshire.

2 Relationship with Nene Commissioning

The Forum will assist the development of a strategic relationship between Nene Commissioning and other stakeholders. This will allow a greater potential for engagement with the local population that is intended to help identify and develop support networks that will in turn build capacity within the communities of South Northamptonshire.

3 Membership

The core membership of the Form will consist of a representative(s) from the following:

- South Northamptonshire Council
- Nene Commissioning
- Northamptonshire Healthcare Foundation Trust
- NCC Education and Social Services
- HealthWatch
- Voluntary Sector through the South Northamptonshire Voluntary Bureau
- South Northants Homes
- PCT/NCC Public Health
- Northamptonshire Health and Wellbeing Board
- Northamptonshire Police
- Action for Children
- Bromford Housing

It is anticipated that the Forum will request other organisations to participate as appropriate to its agenda and activities at any one time.

4 Relationship with the Northamptonshire Health and Wellbeing Board

The Forum will provide input into the Northamptonshire Health and Wellbeing Board which acts as the focal point for decision making about health and wellbeing matters across Northamptonshire. This will be through formal representation and through a request that one representative of the Board attend the Forum to contribute the county wide perspective and to reflect South Northamptonshire issues in the Board's activities and decisions.

5 Position of Chairman and Vice Chairman

The positions of Chairman and Vice Chairman of the Forum will be subject to annual election. The Chairman and the Vice Chairman will not be from the same organisation.

In the absence of the Chairman, the Vice Chairman will chair meetings of the Forum.

6 Administrative Support

Officers at South Northamptonshire Council will provide administrative support for the Forum in the form of arranging, facilitating and minuting meetings and for the disseminating of information amongst members.

7 Frequency and Style of Meetings

- a) There will be a minimum of three meetings a year which will be arranged to coincide with Local Strategic Partnership and related Meetings.
- b) Meetings will be held at the offices of South Northamptonshire Council unless otherwise agreed.
- c) Agenda items and associated documentation will be submitted in writing to the administrative support officer not less than two weeks before the date of the meeting unless otherwise agreed by the Chairman.
- d) Inclusion of items will be at the discretion of the Chairman.
- e) Meetings will be open to all members.
- f) The agenda and minutes of meetings will be made publicly available to all interested parties via the Council's website.

8 Rights and Responsibilities

Forum members will observe the following rights and responsibilities adopted by the Local Strategic Partnership. These are:

- a) All members have equal rights and a responsibility to make sure that these rights are not compromised
- b) To be treated as equals, respected, valued and allowed to express opinions
- c) To be able to air differences and seek to reach agreement through open debated and information sharing
- d) Share a collective responsibility to promote the aims and values of the Forum
- e) Express the views and priorities of their organisations
- f) Understand and respect constraints placed on others
- g) Deliver what is promised and abide by agreements that are made
- h) Provide information as agreed
- i) Demonstrate commitment, making efforts to attend meetings and give attention to matters arising between meetings
- j) Declare any conflict of interest on matters of business

9 Monitoring and Review

A review of the structure and operation of the Forum will be conducted on a two yearly basis.