

Terms of Reference

<p>Role</p>	<p>The Health and Social Care Group will be an independent Group within the structure of the Orkney Third Sector Forum comprised of Third Sector organisations that deliver or have an interest in health and social care services. The Group will be a forum for the receipt and exchange of information between organisations and statutory agencies, act as a collective third sector voice on matters of importance and will adopt an improvement/solution focussed approach to health and care matters.</p>
<p>Remit</p>	<ul style="list-style-type: none"> • to provide an opportunity to share experience, learning and value on matters of health and social care • to provide a collective voice on issues affecting the third sector • to take action on issues affecting the third sector • to enable and enhance partnership working within the third sector and with statutory partners • to communicate effectively with the statutory sector, The Orkney Partnership Board, the Integration Joint Board and other partnerships • to act as a conduit from and to the Integrated Joint Board and its groups • to identify common problems • to identify gaps in service and to collectively address those gaps • to avoid duplication of service/effort • to circulate relevant information from and to the Third Sector Forum and special interest groups and to advise the Third Sector Forum on key issues as appropriate • to make a commitment to work together and to attend regularly • to set up sub groups from time to time and as required to complete specific tasks. Sub Groups should have a clear remit, a start and finish date and report regularly to the Group
<p>Membership</p>	<ul style="list-style-type: none"> • Members will be representatives of third sector organisations that are delivering or intend to deliver services that enhance health and wellbeing and, • third sector and carer representatives to the IJB • Membership will not be open to service users, who will be directed to locality forums, but their collective views will be sought by and reported to the Group through member organisations • Representatives of statutory and other organisations may be invited to attend when particular items on the agenda warrant their attendance. • A chairperson and vice chairperson will be appointed by and from the membership. A review will be held after one year and a rotating chair established
<p>Administration</p>	<ul style="list-style-type: none"> • to meet at bimonthly intervals, when there are issues to discuss, with further meetings called as required • to seek agenda items two weeks before the meeting date • to circulate meeting papers one week before the meeting date • to circulate approved meeting notes to the Third Sector Forum, VAO and within member organisations • VAO will provide meeting and administrative resources