



Bradford District **Assembly**  
*the voluntary and  
community sector together*

## **Bradford & District VCS Health & Wellbeing Forum Terms of Reference**

### **Mission**

To improve the health and wellbeing of people living and working in the district through effective partnership working.

### **Aims**

To ensure the involvement of the voluntary and community sector (VCS) in the planning, development and delivery of service provision through effective partnership working; to improve health and wellbeing in the Bradford District. The Forum aims to bring together VCS organisations, groups and interested individuals in the District with an interest in Health and Wellbeing.

### **Objectives**

- Improve communication and information channels between the voluntary and community sector and appropriate statutory bodies.
- Provide opportunities and support for voluntary sector representatives
- Develop an inclusive mechanism for consultation with the VCS.
- Provide networking opportunities to discuss matters of shared interest and share information of local, regional and national importance
- Encourage strategic planning groups to engage with the Forum and elected VCS representatives.

### **Communication**

The forum will develop channels of communication between the voluntary and community sector (VCS) and the strategic partnerships.

### **Membership**

Membership is free and open to VCS groups and organisations in the Bradford District working in or related to health and wellbeing or social care.

### **Associate Membership**

Statutory partners may join as associate members; they cannot vote or stand as officers or community representatives.

### **Sub groups**

Sub groups may be set up as required.

### **Steering Group**

Membership of the Steering Group is open to elected community representatives and organisations with the capacity to engage, contribute and commit to the agreed role and responsibilities.

### **Election of Officers**

The Chair/Vice Chair will be elected by the membership. The process will be nomination and election. Members may self-nominate, each member organisation will be entitled to one vote. The elected representative will serve for a period of two years subject to honouring the commitment set out in the role and responsibilities.

## **Election of VCS Health Network Representatives**

The process will be nomination and election. Members may self-nominate, each member organisation will be entitled to one vote. The elected representative will serve for a period of three years subject to honouring the commitment set out in the role and responsibilities.

## **Sub groups**

Sub groups may be set up as required.

## **Meetings**

- i. Pre-meetings will be held quarterly ahead of Health and Wellbeing Partnership Board meetings to allow representatives and steering group members to go through the meeting papers, gain consensus, seek specialist advice etc as appropriate.
- ii. Steering Group meetings will follow the pre-meetings.
- iii. Open themed meetings will take place quarterly or as necessary. Sub-groups will be set up to arrange and facilitate the open meetings.

## **Forum Activities**

Themed meetings, consultations, seminars and workshops will be arranged as required.

## **Quorum**

Four members of the steering group must be present.

## **Protocols**

The Forum will comply with the Bradford Compact and the Voluntary and Community Sector Shared Strategy.

The Forum will implement the CLG's (**C**ommunities and **L**ocal **G**overnment) Principles of Representation outlined below;

1. **Accountability** – clearly defined responsibilities for all decisions and actions
2. **Equality** – place equality, diversity and inclusiveness at the core of what you do
3. **Leadership** – the sector's representatives will need to think and act strategically
4. **Openness** – be as open as possible in all your dealings and relationships
5. **Purpose** – be clear about the local sector's objectives and support them with a strong evidence base
6. **Sustainability** – ensuring the continuation of the collective voice
7. **Values** – identify and build on the values of the local sector

## **Declaration of Interest**

Forum members may occasionally have a specific interest in the matters under discussion. When these matters involve financial gain and/or interest, a full declaration of interest must be made and no participation in any vote, decision-making or endorsement of proposals on the matter will be allowed.