

Terms of Reference

1. Mission

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

2. 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 individuals with an interest in health and social care.

3. 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 s/elected VCS representatives.

4. Communication

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

5. 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.

6. Associate Membership

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

7. Sub groups

Sub groups may be set up as required.

8. Election of Officers

The Co-Chairs 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. Term of office reviewed after three years from the date of Election subject to honouring the commitment set out in the role and responsibilities.

9. Sub groups

Sub groups may be set up as required.

10. Meetings

Meetings will be held quarterly with additional meetings as and when required.

11. Forum Activities

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

12. Quorum

Four members of the steering group must be present.

13. Protocols

The Forum will implement the CLG's (Communities and Local Government) Principles of Representation outlined below;

Accountability – clearly defined responsibilities for all decisions and actions

Equality – place equality, diversity and inclusiveness at the core of what you do

Leadership – the sector's representatives will need to think and act strategically

Openness – be as open as possible in all your dealings and relationships

Purpose – be clear about the local sector's objectives and support them with a strong evidence base

Sustainability – ensuring the continuation of the collective voice

14. Shared Values

The forum has adopted the values of Bradford Council's Stronger Communities Partnership.

We Protect

We protect each other and the environment in which we live.

We take pride and responsibility in looking after each other and the place we live in. Nobody should feel unsafe.

We speak out if something is wrong and look out for each other and the place we share.

We Accept

We accept and include everyone, celebrating each other and humanity.

We unite for fairness, equality and justice. We believe that our differences are our biggest strength and magic happens when we mix together.

We Care

We care for each other and treat each other with kindness.

We care that everyone has a voice and is understood and can be themselves. We make time and effort to talk to, listen to and look out for each other.

We Encourage

We encourage each other to grow and thrive to be the best that we can be.

We take every opportunity to grow, inspire new ideas, challenge things when they are not right and never give up when things get tough.

We Respect

We respect ourselves, each other and our world.

We show respect and understanding for each other. It does not matter what age, sex, gender, sexuality, race, culture, religion, ability or disability someone has, we all are special and unique in our own way.

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.