

Terms of Reference for the Wiltshire Mental Health Forum

Status

The Wiltshire Mental Health Forum is the forum for third sector staff developing an influential voice for the sector relating to mental health across Wiltshire.

Membership

The Forum is open to all third sector staff, waged and unwaged, from across Wiltshire who work with adults of all ages, providing support or preventative services or delivering direct services to those who have or are recovering from mental illness and their carers.

Aim

To raise the profile of mental health and wellbeing issues through a united, democratic collective of third sector organisations.

Objectives

- ❖ To be the influential voice for the third sector on mental health matters feeding into strategic fora.
- ❖ To develop and maintain an effective relationship with statutory partners
- ❖ To enable the development of productive and good quality working practices through meaningful discussion and debate, identifying needs, learning, obtaining views, consultation, sharing information and supporting one another.
- ❖ To promote the development of bespoke mental health services for service users and carers
- ❖ To influence the provision and delivery of services for adults with or recovering from mental health problems.
- ❖ To promote wellbeing

Voting

One vote from each third sector organisation with a professional connection with preventative and support services or deliver direct services for those adults with or recovering from a mental illness and their carers,

Powers / How meetings will be run

1. The meeting will have a Chair elected annually at the first meeting after 1st April.
2. The Forum will democratically elect representatives to the LIT
3. Elected representatives, of the Forum, on the LIT will be mandated by the Forum to speak on the Forums behalf and report back.

4. Forum meetings will be held not less than quarterly preceding LIT meetings.
5. The meeting will be quorate if it has been called as a full Mental Health Forum meeting and a minimum of 5 people are present excluding VAK.
6. VAK will facilitate and administer meetings.
7. Each organisation has one vote.
8. In the event of a vote being tied the Chair will have the deciding vote.
9. From time to time statutory sector partners will be invited to join the Forum's meetings to share information or to participate in discussion
10. At least two weeks notice of meetings will be given
11. Notes of meetings will be distributed within two weeks of a meeting, unless otherwise agreed at the meeting. Notes will be 'draft' until agreed by the full meeting.
12. In order to move business along the meeting can elect to have sub groups who will have specific terms of reference and must report back with recommendations to the main meeting. No sub group can take decisions on behalf of the main meeting.
13. In the event of a dispute that cannot be amicably settled submissions will be made to the Chair of VAK to hear. His/Her word will be final.
14. The Forum will develop a work plan each year following the review.

Evaluation

The Mental Health Forum will review the work it has undertaken and assess how it might do better in the coming year. The review will take place at the first meeting of a new financial year.

Footnote

LIT – Local Implementation Team – This is a multi agency partnership including service users and carers who are responsible for ensuring local services are delivered, co-ordinated and developed in line with the National Strategic Framework Standards. This includes making key decisions and national legislation. The group is also responsible for ensuring that regular returns and performance information is provided to government on the progress towards the Standards.

VAK – Voluntary Action Kennet – an infrastructure voluntary organisation based in Kennet facilitating the Forum.