**Health and Social Care Integration Forum**

**Terms of Reference**

**Role**

There is wide recognition that the Health and Social Care Integration Forum (H&SCIF) can achieve a great deal, particularly in respect to facilitating partnership working across Stirling through seeking and sustaining inclusive engagement and contributions from all members.

The forum will support and facilitate the development, impact & influence of the Third & Independent Sector’s role in the transformational agenda of the Health and Social Care Integration programme. Significantly, through co-production the H&SCIF will support the shaping of the integration of Adult Health and Social Care Services by engaging and developing relationships with relevant Third and Independent Sector organisations; sharing knowledge of these sectors with Integrated Care Fund Partners; communicating information about the Integrated Care Fund to these Sectors; and ensuring linkages with other relevant groups/networks who further the aims of the H&SCIF. SVE offers the group a secretariat service by chairing meetings as directed by the group; to identify service planning, policy and working groups within statutory services; to support the Third Sector Representative to the Integration Joint Board and Strategic Planning Group; to research policy, planning and funding opportunities and to assist in communications via e-mails, newsletters and SVE’s website.

To ensure the ongoing success of the group, members are expected to engage with the H&SCIF on a regular basis, and can join or remove themselves from the group at any time. Membership is free.

**Remit**

Within the H&SCIF there is a strong commitment to consolidate, develop further and share the knowledge, skills and experiences gained over recent years with all relevant stakeholders involved with delivering adult health and social care services across Stirling. It is anticipated that the H&SCIF will satisfy its remit to: -

* Be inclusive and representative by actively encouraging participation and involvement from statutory and voluntary/third sector partners associated with adult health and social care services in Stirlingshire;
* Raise awareness and develop networking amongst related third sector services.
* Identify common issues to address;
* Influence strategy and decision making at Integration Joint Board and Strategic Planning Group Level. This will be achieved by hearing from the Third Sector Representatives to both of these groups and by identifying, discussing and agreeing the issues, themes and areas of good practice that the H&SCIF would like their representative to report back on, always with a focus on promoting positive outcomes for service users;
* Identify and discuss Adults Health and Social Care Services related working and planning groups within statutory organisations and Community Planning Partnerships;
* Raise awareness about issues which cannot be resolved locally without fundamental changes, developments, review of existing services and/or further investment in current approaches to practice;
* Highlight and acknowledge areas whereby partnership working and services have had positive outcomes and long-lasting impact for recipients of supports offered by services locally;
* Heighten awareness about issues which affect multiple services; and
* Support & Promote the Health & Social Care Outcomes such as:
  + Healthier Living –P*eople are able to look after and improve their health and wellbeing and live in good health for longer with reduced health inequalities.*
  + Independent Living – *People, including those with disabilities or long term conditions or who become frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community, and have control over their care and support.*

**Meetings & Communication**

* The Forum will be facilitated by SVE.
* Meetings will offer members a place to exchange information, share news, hear from relevant speakers and champion third sector services.
* Meetings will take place bimonthly, and as far as is practicable, in cycle with the Integration Joint Board and Strategic Planning Group meetings to ensure that the views of the Third Sector are accurately represented at these meetings.
* There will be fixed agenda items with time allocated to each item, however additional agenda items can be raised by members prior to the meeting.
* If there is a point of interest requiring detailed discussion this would either be presented first with a time limit, or be discussed last on the agenda so those not affected could leave early, or a separate meeting would be scheduled.
* Where appropriate, external speakers (e.g. funders) will be invited to share information and receive questions.

**Chairperson**

The Integration Engagement Officer at SVE will chair the H&SCIF or will deputise to another member should they both be unable to attend. A co-chair will be sought.

A minute taker will be agreed for each meeting. Notes will be taken and minutes will be shared within one or two weeks after the meeting, with clear actions, responsibilities and time scales detailed for addressing decisions and identifying outcomes identified.

**Membership**

This forum is open to any relevant person(s)/group(s) with an interest in working with and supporting Adult Health and Social Care Services. There is no charge for joining the forum.

**Agenda/Papers**

The agenda will be sent out 1 week prior to the scheduled meeting, and will be accompanied by any associated papers including the minutes from the previous meeting. Members are required to provide items for the agenda at least two weeks in advance of the scheduled meeting. Where possible, and in order to minimise the need to print large documents, papers will be available electronically and projected on a screen throughout the meeting.

**Standing Agenda Items Will Be:**

* Apologies
* Previous Minutes/Matters Arising
* Integration Agenda
* Any Other Business
* Date of Next Meeting

**Timing of Agenda Items**

When issues are raised on the agenda and if associated information papers have been distributed prior to the meeting then it is the responsibility of members to have read over the relevant documents to enable adequate discussion given time constraints.

**Conduct**

Members of the H&SCIF will conduct themselves in a manner which is consistent with maintaining respect for each other.

**Confidentiality**

Any information identified as confidential will only be used in connection with the meeting. Information will not be disclosed, distributed or published to any party in any manner whatsoever. The distribution lists for minutes will be reviewed periodically.