

Bradford District and Craven Mental Health Providers Forum

Terms of Reference

Mission

To improve the mental health and wellbeing of people living and working in the district through supporting the delivery of the Mental Wellbeing Strategy for Bradford and Craven through effective partnership working.

Principles

- Embracing diversity
- Supporting creativity and innovation
- Providing a safe environment to share ideas and experiences
- Encouraging teamwork
- Being flexible and agile

Aims and Objectives

- Improve communication and information channels between the voluntary and community sector (VCS) and appropriate statutory bodies which enables:
 - strong VCS Representation on the Mental Health Joint Commissioning Board (CCG, BDCT, Local Authority), the Mental Wellbeing Partnership Board and related boards and committees
 - updates on what's happening in commissioning and to ensure the involvement of the VCS in the planning, development and delivery of service provision
 - development of an inclusive mechanism for consultation with the VCS that encourages smaller groups to engage
- Establish a whole system approach to service provision by:
 - encouraging and enabling the sharing of resources and information
 - facilitating joint working through enhanced partnership opportunities
 - being a creative space for innovation
 - providing networking opportunities and updates on what others are working on
 - identifying gaps in provision and/or any duplication

Membership

i. Criteria

Membership is free and open to locally based charities, social enterprises and voluntary sector organisations who are currently delivering mental health and wellbeing services within Bradford District & Craven, *or have the capacity and remit to do so.*

ii. Membership Categories

Core Group: Currently commissioned providers of mental health and wellbeing services

Forum: Locally based charities, social enterprises and voluntary sector organisations with an interest in mental health and wellbeing

Task Groups:

Task Groups with a nominated lead can be set up as and when required.

Governance:

The Forum will be part of the Bradford District Assembly structure and link directly into the Bradford District Assembly Health and Wellbeing Forum and thus the Health and Wellbeing Board.

Election of Officers

The Chair/Co-chairs will be elected by the core group. The process will be nomination and election. Members may self-nominate, each member organisation being entitled to one vote.

Election of VCS Representatives

The process will be nomination and election. Members may self-nominate with each member organisation entitled to one vote.

Meetings

- i. Core group meetings will be held monthly
- ii. Open themed meetings, consultations, seminars and workshops will be arranged as required as agreed by the core group
- iii. Task and Finish groups will be set up to arrange and facilitate open meetings

Quoracy

A quorum of 3 members must be present to have a meeting or make decisions. Decisions at meetings will be made by majority of the members present. When decisions are needed by the wider network these will use a process of consensus.

Conflicts of Interest

Definition: A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest, professional interest or public interest.
<https://www.england.nhs.uk/wp-content/uploads/2017/02/guidance-managing-conflicts-of-interest-nhs.pdf>

Any conflicts of interest will be declared and recorded at the start of the meeting. A conflict of interest may arise when a member becomes involved in a discussion or decision which involves actual or potential financial or non-financial gain for an organisation of which they are a member. Appropriate action will be agreed depending on the situation. For example, individuals may be asked to withdraw from the meeting by the Chair.