

# Central West London Sexual Health Providers Forum - **DRAFT**

## Terms of Reference

These terms of reference are a revision of the terms that were adopted by members of the Kensington & Chelsea and Westminster Sexual Health Providers Forum on 4 September 2008. **Please send any comments you have on this draft to [mohammed@kcsc.org.uk](mailto:mohammed@kcsc.org.uk) by Friday 11 March 2011.**

### *Aims*

1. The forum aims to improve the quality of life experienced by Hammersmith & Fulham, Kensington & Chelsea and Westminster residents.
2. This will be achieved through the development of a robust, recognised sexual health forum that
  - a. builds the capacity of its members
  - b. ensures the delivery of holistic and responsive sexual health services
  - c. facilitates the achievement of excellence.

### *Definition*

The geographical area covered by London Borough of Hammersmith & Fulham, the Royal Borough of Kensington & Chelsea and the City of Westminster is hereinafter referred to as "Central West London".

### *Objectives of the forum*

1. The forum will aim to cover a diverse range of issues that relate to sexual health.
2. The forum will provide an independent platform for service providers from both the voluntary and the statutory sectors to discuss service developments and policy as equal partners.
3. The forum will enable members to discuss issues of mutual interest, with a view to:
  - a. Understanding the full range of services available to Central West London residents
  - b. Disseminating relevant information and resources relating to the technical aspects of sexual health promotion, disease prevention and care.
  - c. Identifying gaps in provision and working together to develop solutions.

- d. Identifying ways in which the service user's experience of services can be enhanced, through, for example, referral mechanisms, joint promotional materials, shared service information.
  - e. Shaping and responding to local commissioning intentions.
  - f. Understanding, influencing and responding to the local and national policy context for sexual health.
  - g. Improving patient and user involvement in the design and delivery of services.
4. Forum members will develop opportunities for sharing learning, such as training sessions, conferences and seminars, and seek funding for these.
  5. The forum will, where possible, coordinate activities to celebrate or commemorate local events or relevant annual events, such as World AIDS Day, and seek funding for relevant activities.
  6. All forum events will be conducted in a way that is accessible as possible, ensuring that all participants can contribute fully, avoiding or explaining jargon and technical terminology where possible, and creating an atmosphere where issues can be discussed constructively and openly.

### ***Meetings and sub-groups***

1. The business of the Forum is divided into two distinct business areas – (1) HIV support, (2) sexual health promotion.
2. Each of the above sub-groups will meet three times per year, and there will also be approximately two meetings per year that will bring all members together.
3. In addition, the Chair may call additional meetings, as required, to discuss specific issues in more depth. The Chair will ensure that appropriate feedback is taken from any such meetings to the main forum (by him/herself or by a colleague).

### ***Membership***

1. Membership of the forum is open to any voluntary or community organisation or public-sector organisation providing sexual health services, or seeking to provide sexual health services to Central West London residents. "Voluntary and community organisation" includes all formally constituted and unconstituted groups, as well as community interest companies, or companies or businesses where the primary purpose is charitable or social.
2. Membership is open to any of the above organisations or groups whether or not they receive funding to deliver sexual health services in Central West London.
3. Membership is free of charge to any eligible organisation or group as defined above.

4. Member organisations are expected to offer services in kind, where appropriate, such as meeting space or time and resources following up issues discussed at forum meetings.

### **Commissioners**

1. The forum wishes to maintain a positive and constructive dialogue with commissioners from the three local primary care trusts and local authorities. Commissioners will be invited to participate in forum meetings.
2. There may be occasions where the members wish to conduct forum business without commissioners present.

### **Chairing**

1. Each of the two sub-groups will have a Chair, who will be elected at the first meeting of that sub-group after 1<sup>st</sup> September each year.
2. There will be an overall Chair of the Forum; this could either be one of the sub-group chairs, or an additional person. The overall Forum Chair will be elected at the first full Forum meeting after 1<sup>st</sup> September each year.
3. In the event of the Chair of a particular meeting being unavailable, one of the other Chairs will cover.
4. All Chairs must be nominated by a senior officer, director or trustee of the organisation they represent at the forum, AND a senior officer, director or trustee of a colleague organisation that is also a member of the forum.
5. The elections will be a simple majority vote, and voting will be done by a show of hands, unless any member requests for the voting to be done by secret ballot, in which case, a secret ballot will be held. If a secret ballot is held, this must be conducted by an independent observer, or anyone who is not seeking to be elected, or who has not made a nomination.
6. In addition to chairing meetings, the Chairs will take responsibility for
  - driving forward the work of the forum
  - working with members to set relevant topics for meetings, sending out agendas of meetings in good time
  - coordinating the servicing of meetings and minutes, and circulating minutes and other information in a timely way.

Where possible, the chairing organisation will seek financial resources from local commissioners for this additional work.

7. At least four weeks' notice of any meeting must be given.

## ***Format of meetings***

Forum meetings will be structured in the following way:

1. Consideration of action points and minutes from the previous meeting (members only)
2. Main agenda. Items for discussion to be raised in advance where possible.
3. Updates. All present at the meeting to give an update on current issues, concerns, and service delivery.
4. Planning ahead for next meeting – dates, times, topics (members only).

## ***Decision making***

1. Decisions about the structure of the forum, forum policy, funding and servicing of the Forum can only be made at full Forum meetings.
2. A minimum of ten organisations must be represented for any decisions about the above to be made. If there are too few members present to formally make decisions, meetings can still go ahead for the purposes of information sharing, but no decisions can be made.
3. As far as possible, decisions should be reached by consensus. If a contentious issue is discussed, the decision should ideally be left until the next meeting to give members time to reflect.
4. If this is not possible, a vote should be undertaken by a show of hands. Decision is made by simple majority (more than 50%). If the vote is even, the overall Forum Chair should have the casting vote. The Chair may choose whether to exercise casting vote or defer the decision to a future meeting.

## ***Other partnerships and forums***

1. The forum will seek to develop relationships with relevant partnerships and bodies such as:
  - Sexual health and/or HIV strategic planning groups in the two boroughs.
  - Local service user and carer forums (borough-based and NHS-trust-based)
  - 'Local Strategic Partnerships'
  - BME Health Forum
  - Patient support and involvement organisations such as Patient Advice and Liaison Services (PALS) and Local Involvement Networks (LINKs).
2. If the forum is approached to put forward a representative to sit on another forum or partnership, the Chair must take responsibility for engaging the forum in a fair process to nominate or elect a representative. This should be discussed at a forum meeting on a case-by-case basis. If a forum member agrees to represent the Sexual Health Providers Forum at another forum or meeting,

they must take responsibility for seeking the views of colleagues from the Sexual Health Providers Forum to present at the other forum, and feeding back as appropriate.

### ***Further support***

The forum will seek and develop strong working relationships with relevant local infrastructure organisations such as CACSA, Voluntary Action Westminster and the Kensington & Chelsea Social Council. Where possible, the forum should seek capacity building and developmental support from officers of those organisations.

### ***Revision***

These Terms of Reference should be reviewed approximately annually at a full Forum meeting.

### ***Signatures***

We verify that these terms of reference were adopted by the Central West London Sexual Health Providers Forum on xxxxxx 2011.

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Christopher Woolls  
CARA Trust  
Chair of Forum  
Date

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Kathryn Dobromowicz  
River House Trust  
Chair of HIV support sub-group  
Date