

# WEST LoTHIAN SENIOR PEOPLES FORUM

## Constitution

### 1. Title

The Forum will be entitled “The West Lothian Senior Peoples Forum” (hereafter referred to as the Forum)

### 2. Purpose

The purpose of the Forum is to act as a partnership between the council and local senior people. Senior People are defined for this purpose as being 60 years of age and over and resident in West Lothian

### 3. Functions and Responsibilities

#### 3.1 The Forum will

- Seek to identify and harness the experience, opinions and desires of senior people offering an opportunity to express their views on a wide range of issues.
- Enable communication to be established and maintained between local senior people, the council and its community planning partners.
- Enable the council (through appropriate Policy Development and Scrutiny Panels) to consult with local senior people on the approach to be taken in developing a local response to the Scottish Strategy for an Ageing Population.
- Help support organisations which represent senior people

### 4. Membership of the Forum

4.1 The membership of the Forum will be such as to enable representation from senior people and organisations or community groups who are able to represent the views of senior people.

It will include representation from the following:

- Senior people as individuals
- A delegate or representative from individual organisations or groups that involve Senior People and that are invited to send such a representative by the Chair of the Forum .
- Executive councillors and other councillors as appointed by the council
- Council Senior Managers or delegated representatives

- West Lothian Leisure
- Community Planning Partners representation - Lothian and Borders Police, NHS Lothian
- Revenues and Benefits
- The Voluntary Sector
- Any other Organisation invited by the Chair to send a representative

## **5. Quorum**

Meetings of the Forum will be quorate for business when there is a minimum of 6 individuals present including at least 2 representatives of senior peoples groups and the Chair/Vice Chair.

## **6. Chairperson**

- 6.1. The Chairperson will be the Chair of the Social Policy, Policy Development Scrutiny Panel (PDSP)
- 6.2. In the event of the Chairperson being absent from a meeting, the Vice-Chairperson who will be appointed by the Forum from its members should assume the responsibilities and function of the Chairperson.
- 6.3. The Chairperson is responsible for the convening and conduct of meetings of the Forum.
- 6.4. The Chairperson will represent the Forum and its interests as required at external meetings and functions, to agencies, and to the wider public including through any communication with the press or media.
- 6.5. The Chairperson will ensure that all appropriate council Policy and Development Scrutiny Panels are informed of the activities of the Forum.

## **7 Vice-Chairperson**

- 7.1. The Vice-Chairperson will be appointed to serve for a period of at least one year, but for no more than three years, renewable on an annual basis.
- 7.2. In the absence (for whatever reason) of the Chairperson, the Vice-Chairperson will assume the range of responsibilities normally carried by the Chairperson.

## **8. Standards of Participation**

- 8.1 That people attending will respect the authority of the Chair.
- 8.2 That people attending all meetings will treat others in attendance with respect and demonstrate a willingness to engage in the business of the Forum in a reasonable manner .

## **9. Roles and Responsibilities of Representatives**

- 9.1. To represent their agency at meetings of the Forum and contribute to the discussion with the full authority of their agency.
- 9.2. To collate the views of senior people/agency staff on particular issues as necessary and ensure that these are made available to the Forum.
- 9.3. To fully participate in the business life of the Forum and any of its sub-groups between meetings.
- 9.4. To ensure that discussions/recommendations of the Forum and the implications of such recommendations are communicated to and understood by staff at all levels of their agency.
- 9.5. To ensure that any obstacles to their agency's full participation in the Forum are addressed and overcome.
- 9.6. To arrange, with the approval of the agency/group represented for an appropriate substitute to attend meetings of the Forum when the representative is unable to attend.
- 9.7. To arrange for minutes of Forum meetings to be available to older people/ relevant agency staff as appropriate.

## **10. Meetings of the Forum**

- 10.1. Meetings of the Forum will be convened a minimum of three times per year and chaired according to the Constitution of the Forum. Meetings shall be conducted in public unless the Forum resolves to deal with particular items of business in private.
- 10.2. Responsibility for the organisation and servicing of Forum meetings will lie with West Lothian Council. The agenda and notice calling each meeting shall, except for good reason, be issued no less than 7 days before the date of the meeting.
- 10.3. Minutes will be taken at all meetings of the Forum. Arrangements for taking and distributing minutes will be the responsibility of council staff. The minute of each meeting shall be reported to the next following meeting for approval.

- 10.4 The Chairperson is entitled to make rulings on relevancy and competency and to regulate the conduct of the meeting ,and the Forum members shall abide by such rulings by the Chairperson.

## **11. Sub-Groups/Working Groups**

- 11.1. The Forum may, at any stage, establish a Sub-Group, standing or *ad hoc* to progress the work of the Forum on any issue on its behalf. Membership of such Sub-Group will be by agreement of the Forum and may (as the Forum directs) include individuals drawn from outwith the ranks of the Forum itself. The Forum will always stipulate the timescale to which Sub-Group will operate (short-life or permanent).
- 11.2 A minute of all meetings of Sub-Group will be taken and distributed to members of the Sub-Group. Minutes will always be made available to the Forum and also to members of the Council Executive if required/requested. It is the responsibility of the constituent agencies of the Sub-Group to make arrangements available for the proper taking and distribution of minutes and agendas so they can be available to the Forum.
- 11.3 Sub-Groups will complete business within timescales set by the Forum unless extension of timescales is endorsed by the Forum.

## **12. Mechanisms for Raising Issues**

- 12.1. Any members of the Forum can raise issues by either placing the item on the agenda for the Forum no less than 14 days before the meeting or raising it as an item of 'any other business' during a Forum meeting.
- 12.2. Items should be placed on the agenda of the Forum by contacting the Chair
- 12.3 Items should be placed on the agenda of a Sub-Group by contacting the Chairperson of the Sub-Group.
- 12.4 The Forum can also request that additional items be placed on the subgroup agenda.

## **13 Accountability**

- 13.1. The Forum is a consultation and reference group, it is not a decision-making entity. Voting will not be competent in disposing of items of business. The Chairperson shall sum up the view of the meeting and shall ensure that minority views are included in the minute of the meeting and in any recommendation or proposal made to the council and Community Health and Care Partnership as a result.
- 13.2. Accountability for the contribution, conduct and expressed views of agency representatives serving on the Forum lies with the agency concerned.