

CAITHNESS HEALTH IMPROVEMENT FORUM

Aim

The aim of the Caithness Health Improvement Forum is to promote the physical, mental, spiritual, emotional and social wellbeing of the people of Caithness, individually and collectively.

IN FURTHERANCE OF THE AIM THE FORUM SHALL:

- Engage with government, agencies, the business sector and the Caithness community to inform and influence planning and delivery of health improvement infrastructure and services accessible to the people of Caithness.
- Consult with local individuals and organisations to establish health improvement needs
- Establish the extent that existing services and infrastructure meet those needs
- Engage with statutory, business and voluntary sectors to enhance the effectiveness and increase provision of health improvement services and infrastructure
- Promote best practice and most efficient use of existing resources
- Make health improvement information available to individuals and groups
- Participate in the formation and ongoing revision of the Caithness Community Plan
- Consider the implications of national and regional policy initiatives and influence where possible

MEMBERSHIP

The Forum will invite membership from key stakeholders at a local level whose involvement will be instrumental in furthering the aims of the Forum.

STATUS

The Forum is a sub group of the Caithness Partnership and will be facilitated by the Partnership staff. The remit of the Forum will fit with the aim of the Partnership and will act within the bounds of the Caithness Partnership Memorandum and Articles of Association.

The Caithness Partnership's aim is to promote community planning in Caithness to its partners and to the wider community of Caithness and its various communities of interest by advocating, promoting, facilitating, monitoring and by reporting the outcomes, in respect of:

- Developing a shared vision for the area and its communities of interest
- Providing greater opportunities for community participation in decision making
- Promoting joined up working between organisations
- Encouraging more integrated service delivery

Standing orders

MEETINGS

The Forum shall aim to meet quarterly. Arrangements for meetings shall be at the Forum's discretion. There will be an AGM held in February/March each year. Notice of meetings will be issued to members at least 10 days prior to the meeting date. Caithness Partnership staff will provide secretarial and other administrative and organizational support for meetings and act as Clerk for the Forum.

APPOINTMENT OF CHAIR AND VICE CHAIR

The Clerk, or a representative of the Caithness Partnership Board of Directors, shall invite nominations for the positions of Chair and Vice-Chair and the Forum shall then elect a Chair and Vice-Chair from among its members. Such appointments shall take effect from the end of the AGM and continue until the end of the following AGM.

In the case of an equality of votes in respect of the appointment of a Chair the person presiding at the meeting shall give a casting vote.

It shall be the duty of the Chairperson to:

- (i) preserve order and ensure that every member of the committee shall have a fair hearing
- (ii) decide all matters of order, competency and relevancy
- (iii) ensure that due and sufficient opportunity is given to members of the committee who wish to speak to express their views on the subject under discussion.

QUORUM

No business shall be transacted at any meeting of the Forum unless at least 10 of the members are present. If during any meeting, after counting the number of members present, there is not a quorum present, the meeting shall be adjourned to a time fixed by the Chair.

INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

The Forum will adopt the procedure laid out in Clause 55 of the Caithness Partnership Articles of Memorandum (attached)

VARIATION AND REVOCATION OF STANDING ORDERS

Any addition, variation or revocation of these standing orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Forum and shall be subject to ratification by Caithness Partnership.

Clause 55 Caithness Partnership Standing Orders

Directors' interests

- I Subject to the provisions of the Act and of clause 4 of the memorandum of association and provided that he/she has disclosed to the directors the nature and extent of any material interest of his/hers, a director notwithstanding her/his office
- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the company or in which the company is otherwise interested
 - (b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the company or in which the company is otherwise interested
and
 - (c) shall not, by reason of her/his office, be accountable to the company for any benefit which he/she derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be treated as void on the ground of any such interest or benefit.