

TERMS OF REFERENCE

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| Meeting Title | Warwickshire MH, Drugs, Alcohol and Older People Compact Meeting |
| Purpose/Aim | |
| (be detailed, specific, concrete & realistic) Agenda identified how? | <ul style="list-style-type: none"> • To develop good working relationships between third sector and statutory agencies • To share information between third sector and the statutory sector. • To identify and develop shared values, principles and policies and procedures which agencies can abide by and promote. • To improve the quality and diversity of services • To respond to government directives & initiatives. • To enable effective representation of providers issues/views to health & social services • To influence future development of MH, drug, alcohol and older people services in Warwickshire • To enable the development of a strong & effective third sector and provider sector |
| Timing | |
| Day of week (if regular) Frequency (cycle) Start time Finish time Takes place where? Meeting schedule | <p>Second Tuesday of each month</p> <p>Monthly</p> <p>10am am</p> <p>12.30 pm</p> <p>Rotates between North, South and Rugby</p> <ul style="list-style-type: none"> - 9.45 - arrive and tea/coffee - 10.00 - 10.30 service development - updates - 10.30 - 11.00 comfort/coffee break where networking will take place - groups to bring brochures, leaflets to the meeting and to share local issues and expertise - 11.00 - strategic information after break |
| Membership/Attendance | |
| Required | Mental Health, substance misuse organisations, older people mental health and account providers with Adult Health and Community Services, Warwickshire PCT, Warwickshire DAAT Service User Representatives and Service Providers |
| Optional/encouraged | |

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| Chair how selected? Other roles? What's expected of attendees? Invitation/Introductions Quorum? | not funded under a contract Alternate between Commissioner/WCAVA/CWPT Prepare for, contribute to and give feedback to/from their organisation Speakers/ Trainers N/a |
| Membership Status | |
| (i.e. is there a formal duty of representation and if so by whom and through what means?) | One person per organisation - who needs to be able to make decisions or speak on behalf of their organisation. Commissioners feed views & information to PCT LITs |
| Accountability | |
| Reports to Reports from Consults with Information to Recommendations to Takes decisions? Authorises decisions? | LITS/ Head of MH SSD, LIT lead in Health Organisation Boards/committees LITS Service Users, Carers, Compact Officer, Joint Commissioning, Third Sector Joint Commissioning, LITS, Provider Organisations, Coventry & Warwickshire Partnership Trust, Third Sector As listed above and DAAT Within boundaries of topics No |
| Recording / Administration / Servicing | |
| What tasks? By whom? By when? | Agenda set by Kate Morrison/Lorna Ferguson/CWPT (whoever Chairs). Agenda items sent to Chair in writing/email. Minutes taken by WCAVA Agenda sent 1 week before meeting Minutes sent 1 week before meeting |
| Evaluation Of Meeting & Of Terms Of Reference | |
| By whom? How often? Date today Next review | Meeting Annually 12/5/09 May 2010 |

Warwickshire MH / Drugs & Alcohol Compact Meeting

Venue

Date

STANDARD AGENDA

1. Welcome / Introductions
2. Apologies
3. Presentation
4. Minutes of Last Meeting –
5. Matters Arising
6. LITs feedback & issues
7. Topic 1
8. Topic 2
9. Feedback from Quality Partnership
10. Any Other Business –
11. Date of Next Meeting