

## Terms of Reference for the Older People Provider Forum

### 1. Name

The name of the forum will be Third Sector Older People Provider Forum.

### 2. Purpose

The purpose of the forum is to provide a platform for third sector organisations providing services to older people to come together to better develop strong partnerships and communication links, network, influence local or national decision making and share knowledge, information and resources.

Membership of the forum will increase the opportunities to collaborate with each other, improving the quality and range of services offered within West Lothian.

### 3. Membership

The forum is open to any third sector organisations delivering services to older people in West Lothian. Other attendees from relevant statutory organisations and others may be asked to join where appropriate and on agreement of the forum members.

### 4. Meetings

The forum will usually meet every two months hybrid online or in person at The Gateway.

### 5. Chairperson

The forum will have a rotating chair with the chair of the next meeting being recorded at the start of each meeting.

### 6. Agenda

The agenda for each meeting will be shared before the meeting. All members can request a topic be added to the agenda anytime up to one week before the next planned meeting.

### 7. Minutes

Minutes of each meeting will be circulated within one week after the meeting and will be held online on the Gateway website to be publicly accessed.

### 8. Amendments

These terms of reference will be reviewed annually.

In addition to the above, the following guidelines will apply to the forum:

- All members are expected to treat each other with respect.
- No discriminatory or offensive language will be tolerated.
- All comments and observations during the meeting should be factually based.
- Members are encouraged to participate in discussions and share their knowledge and experience.
- Members are responsible for keeping their own confidentiality.
- No photos, audio or film recording may be taken without the consent of those involved.

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