

Live It Well Steering Group Terms of Reference

Purpose of the Group

To inform the development of the Live It Well website, publicity and communications with the definitive aim is to improve the health and mental wellbeing for the population of Kent & Medway.

Objectives and Duties:

The Live It Well Development Group will support and inform the development and direction of the Live It Well website by:

- Acting as a reference group
- Providing a strategic direction and oversight for projects and campaigns
- Promotion and publicity for the website, strategy and campaigns

Scope:

The website aims to inform the public of how to maintain wellbeing and improve their mental health.

Constraints:

Although Live It Well collates and links into available help and advice it is not an alternative to seeking help or to be used as a way of diagnosing or treating an illness. The Live It Well Development Group should always consider decisions on content or direction of the website with this in mind.

Membership of Live It Well Development Group:

Chairperson:

The meeting will be chaired by Jill Roberts from Sevenoaks Area Mind. If the Chairperson is unable to attend the meeting a suitable replacement will be nominated from the development group.

It is recognised that the membership of the Development Group is likely to alter over the period of time to reflect changing needs. It is also recognised that additional attendees may be invited on an ad hoc basis to speak to or inform the group as required.

Apologies must be forwarded before the meeting.

Meeting Dates:

The Live It Well Development meeting will be held quarterly thereafter. Additional meetings may occur on an ad hoc basis depending on need.

Meetings will last no longer than 2 hours.

Meetings will be held in a central location.

Action Points of Meetings

Key actions of the meetings will be taken, the note taker responsibility will rotate at the meeting and the Chairperson will ultimately have the decision of the action point taker.

The note taker should send the action points to the Project Lead as reasonably practical after the meeting.

Agenda

Agenda items should be submitted at least one week before the date of the meeting.

Review of Terms of Reference

To be reviewed in March 2014

Document Control

Version	Status	Date	Issued/amended by	Summary of Changes
V0.1	Draft	Nov 2013	Louise Piper	Newly Revised Group
V1.0	Final	Dec 2013	Louise Piper	Agreed and finalised

Review

Version	Status	Date