

Norfolk Older People's Strategic Partnership

Terms of Reference

Agreed by the Partnership Board on 3rd December 2014

1. Aim	To ensure older people in the county lead independent and fulfilling lives.
2. Objectives	<ol style="list-style-type: none">1. Fully involve older people at all stages throughout the entire process of service development and decision-making.2. Make sure Board priorities are reflected in the strategies of statutory and voluntary agencies.3. Monitor the effects on vulnerable older people in Norfolk of the reductions in public funding that are being implemented from April 2011 - 2018, and raise these with district councils, the county council and all appropriate agencies.4. Ensure all participating agencies aim to achieve equity of outcomes across the county.5. Network, share information and good practice, and identify gaps in services and areas of concern.6. Update the Norfolk older people's work plan on a regular basis to reflect the views of older people and county targets, with a focus on well-being, promoting independence and quality.7. Publicise the work of the Partnership to the public, especially to older people.8. Consider and champion innovative services which meet the needs of the local population.

3. Member-ship (38 members + maximum of 3 co-opted)	Agency or Group representatives: (a) If members are unable to attend they should nominate a representative. (b) Members should be prepared to co-ordinate, join or feed into one of the groups working to prepare for Board meetings. (c) Members are accountable for reporting to and from their agencies, partners agencies and groups, e.g. the district council housing lead to their counterparts in the other district councils; the hospital lead to the other 2 hospitals.
	Chair (1 member)
	Norfolk County Council (7 members) Adult Social Care Committee – Chair Adult Social Care Committee – Vice Chair Adult Social Care – Executive Director Adult Social Care - Assistant Director (Prevention) Environment, Transport and Development (Transport) – Client Services Manager, Travel & Transport Environment, Transport and Development (Libraries) – Assistant Head of Service (Localities & Older People) Customer Services & Communications - Consultation & Community Relations Manager
	Health (5 members) NHS Norfolk & NCC Community Services - Director of Integrated Commissioning Representative of the three acute hospitals – Director of Nursing or Head of Therapies , Norfolk and Norwich Hospital NHS Foundation Trust Norfolk & Waveney Mental Health Foundation Trust – Deputy Service Manager for the Dementia & Complexity in Later Life Team (Central) Norfolk Community Health and Care – Director of Service Pathways & also representing the Norfolk Safeguarding Adults Board. Representative of the five Norfolk Clinical Commissioning Groups (CCGs)
	District Councils (3 members) Borough Council of Kings Lynn & West Norfolk – Careline Community Services Manager Norwich City Council – Tenancy Support Manager South Norfolk District Council – Housing Standards Manager
	Other Statutory Agencies (2 members) Norfolk Constabulary – Inspector, Partnerships Department for Work and Pensions (DWP) – Partner Development Manager, Norfolk and Suffolk
	Statutory/Voluntary (1 member) Norfolk Healthwatch – Board member
	Voluntary / Third Sector Agencies (5 members) Age UK Norfolk – Chief Executive or Chair Age UK Norwich – Chief Executive or Chair Norfolk Housing Alliance - Chair Voluntary Norfolk – Head of Operations Norfolk Rural Community Council – Chief Executive
	Independent Sector (2 members)

	<p>Representative from Norfolk & Suffolk Care & Support - residential care Representative from Norfolk Independent Care – home care</p> <p>Carers Council (1 member)</p> <p>Older People’s Groups (11 members) Norfolk Council on Ageing (3 members) Norfolk Older People’s Forum - Chair North Norfolk Older People’s Forum - Chair Broadland Older People’s Partnership – Chair Breckland Older People’s Forum - Chair Norwich Older People’s Forum - Chair South Norfolk Older People’s Forum - Chair West Norfolk Older Person’s Forum - Chair Great Yarmouth Older People’s Network - Chair</p> <p>The Board may co-opt not more than three members who can bring particular experience for a period of up to 12 months at a time.</p>
4. Board members who represent Older People and Carers	<p>Board members representing the Council on Ageing, the Older People’s Forums and the Carers’ Council will be supported by the Board Support Officer.</p> <p>They will be provided with expenses and an involvement fee linked to NCC guidance and administered by the Support Officer/Norfolk County Council, unless they do not wish to receive one or both of these payments.</p> <p>If a Chair of an Older People’s Forum is unable to attend a meeting or is chairing the Partnership Board, they should nominate another Forum Officer to represent them.</p> <p>If the representative of the Carers’ Council is unable to attend, they should nominate another member of the Council to represent them.</p> <p>The older people and carers’ representatives can be contacted by email where they are on-line. However, the telephone numbers of these Board members are personal and confidential so must not be shared without their permission. People wanting to phone them should ring Norfolk County Council’s Business Support Unit on 01603 222237 and ask them to check directly with the older person whether they agree that their phone number can be given to that third party.</p>
5. Decision -making	<p>The Board is an independent body.</p> <p>The Board makes decisions by consensus. It can make recommendations to individual agencies but can’t commit individual agencies to particular actions.</p>
6. Conflicts of interest	<p>Board members who have a personal interest in any business of the Partnership Board including a financial interest, must declare this.</p>
7. Business arrangements	<ol style="list-style-type: none"> 1. The Board will meet 3 times a year, plus an annual event to review progress. 2. The meetings will be alternately in County Hall, Norwich, and at Breckland District Council offices in Dereham. They will last from 10.0am to 1.0pm with a short break in the middle, followed by a buffet lunch and an informal discussion til 2.0pm. 3. Business support (minutes etc) will be provided by Norfolk County Council’s Democratic Services.

	<p>4. The agenda for the Board's November or December meeting will include (1) the election of the Chair and Vice Chair through a secret ballot managed by the Business Support Manager and (2) the up-dating of the Board's terms of reference.</p> <p>5. The following year's work plan should be decided at this meeting or at the Awayday event.</p> <p>6. The Chair will receive an annual fee and expenses if they are not an agency representative. The Vice Chair will receive expenses and an involvement fee when covering for the Chair if they are not a salaried agency representative. Training will be provided for the Chair and/or Vice Chair if required.</p> <p>7. The minutes of the previous meeting and other papers will be circulated within 20 working days of the meeting.</p> <p>8. Agendas and other papers will be circulated at least 7 working days before the meeting. Agendas will be drawn up by the Chair and Vice-Chair.</p> <p>9. Time-limited working groups drawn from, and led by, Board members and agencies and groups represented on the Partnership Board will meet to achieve a particular purpose</p> <p>10. A Support Officer employed and managed by Age UK Norfolk will support the Board including supporting the older people's representatives on the Board.</p>
8. Budget	<p>1. The NCC Business Support Manager will administer a small annual budget provided by Norfolk County Council to fund the Chair's fee and expenses, the Vice Chair's expenses and their involvement fee when covering for the Chair, the Board's venues, refreshments, older people's representatives' expenses and involvement fees, plus the small annual grants for the eight older people's forums.</p> <p>2. The Board's Support Worker will be funded by Norfolk County Council through Age UK Norfolk.</p> <p>3. The production, publication and distribution of relevant material will be funded by Norfolk County Council.</p>
9. Communications with other agencies and the public	<p>1. The Support Officer will arrange for the Board's webpage (www.norfolkambition - click on 'Partnership Groups', then on 'Norfolk Older People's Strategic Partnership') to be updated regularly, including with all meeting dates, minutes of meetings and linked papers, and Board membership.</p> <p>2. Partnership Board members are responsible for linking with specific partner agencies to ensure they can contribute to and hear of the work of the Partnership Board.</p> <p>3. The three Board meetings per year will be open to the public.</p> <p>4. Agency staff and members of the public will be copied into Board papers on request.</p>
10. Reporting arrangements	<p>The Board will link to and from the Health and Wellbeing Board through the Chair or other Board member who is also a member of the Health and Wellbeing Board as appropriate.</p>
11. Accessibility	<p>1. Venues will be accessible to people with physical disabilities or visual or hearing impairments.</p> <p>2. Board meetings will be accessible:</p> <ul style="list-style-type: none"> • abbreviations and technical jargon will be avoided

	<ul style="list-style-type: none"> • name cards will be used at meetings to identify Board members • microphones will be used wherever possible • cards will be used by members wanting to speak or vote or have something explained, to make sure all members have equal opportunity to contribute. • minutes will be in accessible English • members will have a choice of receiving papers electronically or through the post. <p>3. Older people and carers' representatives on the Board will be paid expenses and an involvement fee.</p> <p>4. Minutes and papers will be posted on the Partnership's page of the Norfolk Ambition website at www.norfolkambition (click on 'Partnership Groups', then on 'Norfolk Older People's Strategic Partnership')</p>
12. Performance management & work programme	<p>The Board will produce an annual work programme for the following year drawn from areas of work identified in the older people's strategy. The key task of the Board is to monitor these areas of work, identify gaps in services and work to achieve successful outcomes for older people.</p>
13. Fairness and equality	<p>Discrimination on the basis of ageism, disability, gender, faith, sexuality, ethnicity or transgender will be challenged. Specific attention will be paid to making sure older people are aware of and can access services.</p>
14. Operational risks	<p>Partners do not feel the partnership is effective in improving support for older people and making a difference.</p> <p>Partner agencies do not take the actions they committed to in the older people's strategy e.g. because of pressures on budgets.</p> <p>The Board fails to monitor performance.</p> <p>The Partnership fails to let the public know what it is doing.</p> <p>The Board does not plan for future progression of chair, vice chair and support officer.</p>

15. Structures and Links

