



Age Friendly Island Older Person's Steering Group
Terms of Reference 22nd April 2020
Updated 26th January 2021

1. General:

1.1 These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Older Persons Steering Group.

1.2 The Older Persons Steering Group is the mechanism for engaging, co-designing services, consulting and providing feedback to commissioners, strategic bodies (for example the Isle of Wight Health and Wellbeing Board) and providers of services for older people.

2. Purpose of the group:

2.1 To influence local policy and strategy change that affect the lives of older Islanders.

2.2 To draw together the experience of older Islanders to improve delivery of local services using the eight domains from the WHO Age Friendly Cities framework as a guide.

2.3 To ensure that wider policy and strategy that affects the lives of older islanders, is discussed and aligned with the Age Friendly Island Programme.

2.4 This group will work in partnership with the Age Friendly Island Steering Group and other statutory, voluntary and private sectors to ensure high quality services for older people.

2.5 The group was set up by Age Friendly Island, Age UK Isle of Wight on the 22nd of April 2020.

3. Responsibilities:

3.1 To champion the views of older people on the Isle of Wight to ensure that their needs and views are incorporated in Island wide plans.

3.2 To provide a communication channel between the public forums, Age Friendly Steering Group, Task and Finish Groups and wider engagement opportunities.

3.3 To identify gaps of unmet needs and areas of concern in service delivery for older people.

3.4 To act as a 'critical friend' to the Age Friendly Island Programme, wider commissioners and service providers within statutory, voluntary and business sectors.

3.5 To ensure equality and diversity are addressed in the engagement of older people.

4. Membership:

4.1 The membership of the group is drawn from and through the Age Friendly Island Programme.

4.2 The group involves a minimum of 6 and a maximum of 12 members who are required to be over the age of 50, with the majority being over the age of 65.

4.3 The group initially will be facilitated by Age Friendly Island members of staff, with a view to members taking on responsibilities as time passes. This will include the role of Chair.

4.4 Membership will be reviewed on a regular basis to ensure the group is representative of the voices of older Islanders.

5. Reporting and Governance:

5.1 The group will consider issues raised by the Age Friendly Island Programme including Steering Group, Public Forums, Task and Finish Groups and stakeholders.

5.2 The group will report directly into the Age Friendly Island Programme.

5.3 The group will feed into the Steering Group, Task and Finish Groups and the Public Forums to ensure effective communication.

5.4 These groups will then link into appropriate stakeholder groups.

6. Working methods:

6.1 Group members will be proactive in gathering information from older people through formal and informal opportunities. This could be at the Public Forums, community events or other engagement routes.

6.2 The group can establish their own work plan and use this as a way to manage the topics raised.

6.3 Members of the group will communicate via telephone, email or video calling whilst current government restrictions are in place.

6.4 Each member of the group will work in a constructive manner, aiming to understand each other's needs and constraints and respecting each other's opinion.

6.5 Members should feel comfortable to challenge in a measured and thoughtful way.

6.6 A range of media routes will be used to raise awareness of the group and the work it is doing.

7. Frequency of meetings and attendance:

7.1 It is intended that the group will meet fortnightly during the current pandemic.

7.2 The Age Friendly Island team will provide administration for these meetings.

7.3 Topics for the agenda will be generated by the group, Public Forums, Steering Group, Task and Finish Groups and IOW Council.

7.4 Individual members can raise agenda items by informing the chair one week prior to the meeting.

7.5 The agenda will be sent out two days prior to the meeting date. Minutes will be taken, identifying actions and will be made available.

7.6 Guest speakers may be invited to attend meetings when specific items of interest are being discussed.

8. Confidentiality:

8.1 During the time you are working with Age Friendly Island and Age UK Isle of Wight, you may have access to confidential information. This may be information that identifies a steering group members, a member of staff and / or a business / organisation working with Age friendly Island and Age UK Isle of Wight. Confidential information includes, but is not limited to, the personal information and details of any individual or organisation held by Age Friendly Island and Age UK Isle of Wight. This will include, but is not limited to: steering group members, task and finish group members, employees, volunteers, trustees, and any business or affairs of any other person to whom the organisation has an obligation of confidentiality and / or secrecy. This type of information should not be disclosed to any person outside the steering group environment, particularly non-Age UK Isle of Wight employees. If you need to disclose or share information in pursuit of your involvement with the steering group you will need to seek permission from the group. If you receive a request for information that is not a 'normal' request e.g. someone you would not normally share information with, you must seek permission from the group prior to disclosing the requested information.

8.2 Members are required to respect confidentiality of specific topics discussed at the meeting and not share publicly until such a time that this is agreed.

8.3 If there are concerns, these can be raised with Emma Lincoln, Age Friendly Island Project Manager.

8.4 This group will utilise the Safeguarding Policy of Age UK Isle of Wight if required.

9. Review Date:

9.1 The terms of reference, frequency of meetings, membership and chair and administration will be reviewed on a monthly basis considering government advice.

10. Definition:

10.1 World Health Organisation (WHO) 8 Domains from the Age-friendly Cities framework developed in the Global Age-friendly Cities Guide.

- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services
- Outdoor spaces and building

10.2 Stakeholders - examples are the Isle of Wight Council, Health and Wellbeing Board.