

# Norfolk Older People's Strategic Partnership (NOPSP)

## Terms of Reference

Date September 2019

<b>1. Aim</b>	Seek to ensure that older people in Norfolk lead independent and fulfilling lives.
<b>2. Objectives</b>	<p>Seek to ensure that older people are fully involved at all stages of development, restructuring and redesign of services that they use, and the decision-making process that follows.</p> <p>Influence statutory and voluntary agencies so that the Partnership's priorities are reflected in their strategies.</p> <p>Seek to ensure that older people are aware of and can access services.</p> <p>Monitor the effects on vulnerable older people in Norfolk of changes in public funding and raise these with the appropriate agencies.</p> <p>Ensure that all agencies aim to achieve equity of outcomes across the county.</p> <p>Network with all partner agencies, share information and good practice, and identify gaps in services and areas of concern. Update the Partnership work plan regularly to reflect the views of older people and county targets, with a focus on well-being, promoting independence and quality.</p> <p>Publicise the work of the Partnership to the public, especially to older people, and to the statutory and voluntary sectors.</p> <p>Consider and champion innovative services which meet the needs of local communities.</p>
<b>3. Decisions</b>	<p>The Partnership is an independent body. It makes decisions by consensus.</p> <p>It can make recommendations to individual member agencies but cannot commit individual agencies to actions.</p>

<p><b>4. Membership</b></p>	<p>Members of the Partnership represent older people's groups and statutory and voluntary agencies responsible for providing services that contribute to the independence and well-being of older people. It has up to 45 members.</p> <p>The membership is reviewed annually and agreed at the annual awayday. It may be changed in the intervening period to reflect changes within statutory and voluntary organisations.</p> <p>The Partnership may co-opt not more than four members who can bring experience on specific subjects for a period of up to 12 months at a time.</p> <p>The Partnership may, if it so desires, appoint a President who has demonstrated deep commitment to older people's issues in Norfolk and will be a public champion for the Partnership's work. Such appointments are renewable for a further two years.</p>
<p><b>5. Members' Responsibilities</b></p>	<p>Members are accountable for reporting to and from their own partner agency. Where they are representing a group of agencies, they will be responsible for reporting to and from that group.</p> <p>Members should be prepared to co-ordinate, join or feed into the Partnership's working groups where appropriate.</p> <p>If members are unable to attend a Partnership meeting they should nominate a substitute with the authority to represent their agency.</p>
<p><b>6. Officers</b></p>	<p>The Partnership has a chair and up to three vice-chairs who are elected at the annual awayday by a secret ballot overseen by the Partnership Coordinator. They may remain in office for up to three years, renewable for a further three years.</p> <p>The new chair may be selected from within the Partnership, or a person of suitable standing invited to stand from outside the organisation. In either case he or she should be independent and non-political. Vice-chairs will be existing members of the Partnership.</p> <p>Training will be provided for the chair and/or vice-chairs if required.</p>
<p><b>7. Meetings</b></p>	<p>The Partnership will hold three general meetings a year, and an annual event (awayday) to review progress against the three-year strategy, <i>Living Longer Living Well</i>. These will be held alternately in Norwich and Dereham.</p> <p>All meetings except the awayday will be open to the public.</p> <p>The minutes of Partnership meetings and other papers requested at those meetings will be circulated as soon as practically possible.</p> <p>Agendas and other papers will be circulated at least seven days before each meeting. Agendas will be drawn up by the chair and</p>

	<p>vice-chairs.</p> <p>Time-limited working groups drawn from and led by Partnership members may be set up from time to time to carry out a specific piece of work.</p>
<b>8. Conflicts of interest</b>	Partnership members who have a personal interest in any business of the Partnership including financial, must declare this and may be asked to withdraw from that part of the meeting during which that business is discussed.
<b>9. Performance management and work programme</b>	<p>The Partnership will produce a new strategic plan, <i>Living Longer Living Well</i>, every three years. The themes will be identified by the annual awayday.</p> <p>It will produce an annual work programme for the following year drawn from areas of work identified in the strategy and at the annual awayday.</p> <p>The Partnership will monitor the delivery of the work plan and the strategic plan throughout the year.</p>
<b>10. Representation at meetings</b>	The chair, his/ her vice-chairs or representatives will represent the Partnership at meetings to represent the views of older people.
<b>11. Administration</b>	<p>A Partnership Coordinator will be employed by Age UK Norfolk. S/he will be managed by the chair of the Partnership.</p> <p>S/he will provide support to the Partnership and the representatives of the older people's forums, the Norfolk Council on Ageing, and Carers Voice Norfolk.</p> <p>The Partnership Coordinator's salary and expenses are administered by Age UK Norfolk.</p>
<b>12. Communications</b>	<p>The Partnership Coordinator will arrange for the Partnership's website, <a href="http://www.norfolkolderpeoplespartnership.co.uk/">http://www.norfolkolderpeoplespartnership.co.uk/</a> to be updated quarterly. It will include all meeting dates, minutes of meetings, linked papers, terms of reference and Partnership membership.</p> <p>Agency staff and members of the public may receive Partnership papers on request.</p>
<b>13. Budget</b>	<p>The Partnership's budget will be agreed annually with the County Council's Director of Adult Social Services and administered by Norfolk County Council.</p> <p>The budget will cover salaries and legitimate spending as agreed by Norfolk County Council.</p>
<b>14. Expenses</b>	The chair will receive an annual fee and expenses if he/ she are not a salaried agency representative. Vice-chair(s) will receive an

	<p>involvement fee and expenses when attending Partnership meetings.</p> <p>Representatives of the older people’s forums, the Norfolk Council on Ageing and Carers Voice Norfolk will be paid expenses and an involvement fee linked to Norfolk County Council guidance. The payments will be administered and paid by Norfolk County Council.</p>
<p><b>15. Accessibility</b></p>	<p>Venues used for Partnership meetings will be accessible to people with physical disabilities or visual or hearing impairments.</p> <p>Language used at Partnership meetings will be accessible as follows:</p> <ul style="list-style-type: none"> <li>• Abbreviations and technical jargon will be avoided in papers and presentations;</li> <li>• Name cards will be used at meetings to identify Partnership members;</li> <li>• Microphones will be used wherever possible;</li> <li>• Cards will be used by members wanting to speak, vote or have something explained, to ensure that all members have equal opportunity to contribute;</li> <li>• Members will have a choice of receiving papers electronically or through the post if they do not have access to the internet.</li> </ul>
<p><b>16. Fairness and equality</b></p>	<p>Discrimination based on ageism, disability, gender, faith, sexuality, ethnicity or transgender will be challenged, in conformity with current equality legislation.</p> <p>The Partnership will comply with data security legislation.</p>