

Cambridgeshire and Peterborough Older People's Partnership Board (OPPB)

Terms of Reference

1 Mission Statement

The OPPB will bring together older people (aged 65+), their representatives, public and voluntary and community sector (VCS) organisations together. They will collaborate to ensure the highest quality and best value services of health and wellbeing support for older people in Cambridgeshire and Peterborough.

2 Purpose of the Board

- a) Provide a forum where discussions on support provision in the area can take place, encouraging joint working and communication with stakeholders such as service users, their representatives, commissioners and providers.
- b) Champion older people's views and needs with the Council's.
- c) Ensure that older people are continually involved in the creation and delivery of policies, strategies and documents such as Joint Strategic Needs Assessments (JSNA's) at Peterborough City and Cambridgeshire County Council's.
- d) Provide a link between service providers, encouraging joint working and communication
- e) Provide a focal point for both Councils to give an overview of older peoples services
- f) Support service providers (statutory and voluntary and community sectors) to take issues successfully by raising concerns via the Council's Adult Social Care Forum (ASCF)
- g) Work with the Council's and service providers to celebrate success and share good practice
- h) Provide a structure for producing service user case studies and stories, with the aim to improve practice. Acting as a critical friend to the Council's and providers ensuring older people are treated with respect and dignity. Working with other Participation bodies to identify and problem solve common areas of concern.
- i) Ensure the needs, trends and current legislation affecting older people are reflected at a senior level, by linking with other relevant Boards, and by ensuring the principles of co-production and a person-centred approach are at the heart of any service developments
- j) To carry out an annual review and provide an annual report of activities for stakeholders

3 Accountability and Reporting

The Chair of OPPB, or the Vice Chair, will attend meetings of the Adult Social Care Forum (ASCF) to raise awareness of issues and influence strategic decision making. The Chair, or Vice Chair, will in turn report back to the OPPB.

The Board will feedback to the Council's on any local initiatives affecting older people.

Minutes of the meeting will be shared on the Older People's Partnership Board page of Healthwatch Cambridgeshire and Peterborough

4 Membership

The OPPB will operate a two-tier membership:

- a) Full members who attend and participate fully in meetings
- b) Corresponding members who do not attend but receive all information and minutes and are invited to participate and contribute by email/phone through the Partnership Development Manager/Chair/Vice Chair

The Board will be made up of the following:

- a) It is expected that at least 50% (of Full members) will be Independent Older People with representation from each local authority area.
 - b) Appropriate voluntary and community sector representatives
 - c) Appropriate statutory services representatives from health and social care
- Membership of the board should aim to be representative and diverse, it will be reviewed on an annual basis
 - Members will remain on the Board for a minimum of 2 years with the opportunity to extend to a maximum of 2 terms.

Chair

The role of the Chair is to facilitate the smooth running of meetings and to ensure that the views of all members are considered.

Chairs will be in post for a maximum of 3 years.

Except in exceptional circumstances, two meetings' notice is required of resignation from the position of chair or Vice Chair. In addition, the Chair will be available to attend meetings with Senior Council Executives, as required, to represent the Board.

Vice Chair

The vice Chair will provide support and back up to the Chair and take on the role and responsibilities above in the absence of the Chair.

Vice Chairs will be in post for a maximum of 3 years.

Independent Older People

Independent Older People on the Board play a crucial role in delivering lived experience and expertise and their own awareness of relevant issues to the Board. Whilst they may have links to other local networks they are not invited as formal representatives of those groups and are not expected to represent the views of others.

Voluntary and Community Sector Organisations and Statutory Service Representatives

These representatives are required to take responsibility to use their networks and links to older people to support voice and consultation activities when required.

Prospective new members

Prospective new members will meet with the Chair and the Partnership Development Manager of Healthwatch Cambridgeshire and Peterborough who will give an overview of the work of the Board. Any member can introduce a prospective new member by putting them in touch with the Chair or the Partnership Development Manager of Healthwatch Cambridgeshire and Peterborough.

5 Frequency of meetings

- a) Meetings will be held every 3 months in an accessible venue
- b) Extraordinary meetings can be called by any of the group members, in consultation with all other members and to be agreed by the Chair
- c) A pre-meeting for independent members is held for half an hour before the main Board meeting

6 Communications

- a) When a representative is unable to attend, they are expected to give their apologies. Voluntary and Community Sector Organisations and Statutory Service Representatives are also requested to arrange a colleague to attend in their absence.
- b) Minutes will be produced to reflect the outcomes of the meetings. Minutes and other relevant information will be published on Healthwatch Cambridgeshire and Peterborough's website, where there is a dedicated Older People's Partnership Board page.
- c) Any member of the group may suggest items for the agenda to the Chair or Partnership Development Manager of Healthwatch Cambridgeshire and Peterborough at least 4 weeks before the meeting, alleviating the need for Any Other Business on the agenda
- d) Agendas, minutes and supporting papers will be sent out 2 weeks before the meeting.
- e) Correspondence to the Partnership Development Manager is via the email address graham.lewis@healthwatchcambspboro.co.uk
- f) Meeting dates will be confirmed each September for the coming year



7 Referral Onwards

- a) Where necessary a Task and Finish Group will be appointed to complete a specific piece of work within a given time scale, reporting back to the Board
- b) Where individual issues arise, which would more appropriately be referred on for individual resolution the Complaints Process, or through presentation at another specialist forum, members will be encouraged and supported to do so

8 Board Etiquette

Members should be

- Punctual
- Prepared to participate in the meeting
- Honest and open
- Polite
- Respectful
- Able to listen to the views of others without interrupting

9 Lifespan of the group

- a) The Terms of Reference of the Partnership Board will be reviewed one year after merging the two Boards; and then every 3 years after, except where there is a materially significant change
- b) Any developments or changes to the Board will be reflected in the amended Terms of Reference

These Terms of Reference were adopted by the Board on 9th December 2019

They will be due for review in December 2020