

Older Persons Partnership Board

Terms of Reference

1. Purpose

- 1.1. To bring together older people, their representatives, the public, voluntary and community sectors to work to ensure the highest quality and best value services for older people in Cornwall
- 1.2. The Older Persons Partnership Board is a mechanism for engaging, co-designing services, consulting, providing feedback to commissioners and providers on services and experiences for older people and their care givers.

2. Objectives

- 2.1. To champion the views of older people in Cornwall to ensure their needs and views are considered in countywide plans
- 2.2. To provide active support on the redesign, development and implementation of relevant strategies and commissioning plans
- 2.3. To provide a communication channel between the public sector and older people and their representatives whilst having a focus on those identified as 'hard to reach'
- 2.4. To network, share information and good practice across older people's groups in the county
- 2.5. To identify gaps and unmet needs in service and areas of concern relating to older people in Cornwall
- 2.6. To act as a 'critical friend' to commissioners and providers in planning, developing and delivering services
- 2.7. To publicise the work of the Partnership Board to the public, especially to older people
- 2.8. To expand the reach of the OPPB to encourage new members to make it more representative of service users and the public
- 2.9. To ensure that issues of equality and diversity are addressed in engagement with older people
- 2.10. To explore different topics and ensure inter-generational issues are addressed
- 2.11. To engage with service providers and understand how services are delivered

3. Reporting/governance

The board will report into the Health and Wellbeing Board via Healthwatch Cornwall and feed into other relevant committees as appropriate.

4. Membership

- 4.1. Maximum of 25 members
- 4.2. A wide range of representatives from the Older People Community including the previously known six district councils (Kerrier, Carrick, Caradon, Restormel, North Cornwall and Penwith)
- 4.3. Senior public sector representatives: Officers and Active member for Adult Care, Public Health, NHS, Housing, Police
- 4.4. Senior third sector representative: Age UK Cornwall, Volunteer Cornwall, CRCC, Disability Cornwall, Faith Groups



4.5. Membership to be reviewed on an on-going basis.

5. Chair

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

5.2. The Chair will be supported by administration provided by Healthwatch Cornwall, including minute-taking, circulation of papers, agendas etc.

6. Meetings and agendas

6.1. Meetings will be held a minimum of 4 times per year

6.2. Meeting venues will be accessible to people with physical disabilities, visual and hearing impairments

6.3. Additional meetings can be called by group members in consultation with other members and agreed by the Chair

6.4. Workshops and other events may also take place outside of formal meetings

6.5. Minutes will be circulated within two weeks of board meetings where possible

6.6. Agendas and papers to be circulated two weeks in advance of the next meeting and published on the Older People's Partnership Board website (TBC).

6.7. Any group member can suggest agenda items to the Chair at least four weeks before each meeting, to be agreed by the Chair.

7. Modes of working

7.1. The Board will produce a work plan for the forthcoming 12 months; this can be amended at any time in response to particular issues or concerns.

7.2. The Board may establish smaller sub-groups, working groups or task and finish groups for specific pieces of work or focus. Any such groups will report back directly to the Board.

7.3. Ideally workshop meetings and board meetings to be held every six weeks with each feeding back to each other

7.4. Board members will identify their own channels of communication and how they can feed in and out of the meetings and ensure it is in a clear, concise and timely manner

7.5. When challenging is needed, members will ensure this is approached appropriately, using appropriate channels and avoiding conflict of interest possibilities

7.6. Board members will work in a constructive manner, understanding each other's needs, constraints and respecting others opinions. Dealing with any concerns in a mutually acceptable way

7.7. The board will communicate its work to appropriate groups and sectors to promote awareness and understanding of the board

7.8. With the support of Cornwall Council the board will host an annual event in support of the Older Persons Partnership Board

8. Review

These terms of reference will be reviewed as necessary, or as a minimum every two years.

