

# Terms of Reference for the Coventry Older People's Partnership

## 1. Vision statement

**The Older People's Partnership will listen to; be influenced by and led through partnership with older people and their carers, supporting them to get a visibly better quality of life, health, wellbeing and independence.**

The Older People's Partnership will do this through:

- Generating and using new and existing ideas: building on Coventry's proud history of taking risks for the common good.
- Working in an effective and pioneering way with committed resources to get the best value for money and to make a significant difference.

## 2. What we will do

1. **Contribute to the establishment and implementation of a shared vision and action plans** that relate to existing and emerging strategies for older people and their carers who live in the city of Coventry, taking account of national, regional and local priorities.
2. **Communicate with, consult and involve** older people, their carers and other key stakeholders using a variety of methods. With further responsibility for promotion of best practice and service innovation.
3. **Help to ensure there is good joint working** by influencing and providing input to joint commissioning strategies and other strategic plans for older people in the city which have a multi-agency dimension.
4. **Promoting partnership working** by contributing to work to address gaps in service and helping to ensure optimum use of resources.

## 3. How we will do this

1. **Identifying and agreeing a set of priorities for the Partnership** including targets, milestones and timescales. Also receiving regular updates on performance against national and local indicators for key areas that relate directly to older people and their carers taking

appropriate decisions about any agreed action required by the members of the Older Peoples Partnership as a result.

2. **Ensuring a focus on action and making a difference** by contributing to or leading on the development of specific action plans and timetables that ensure progress is made by achieving 'quick wins' and measurable outcomes. This may include commissioning specific research activity where this will help the work of the Older Peoples Partnership, local action plans and strategies.
3. **Establishing a clear structure and ways of working** for implementing the work of the Older Peoples Partnership, with clear Terms of Reference and working arrangements, including the establishment of task and finish groups whenever appropriate to carry out particular tasks.

#### **4(a) Membership: Role of Older People's Partnership members**

Older Peoples Partnership members are responsible for representing the organisations, groups or bodies that they are associated with, including Coventry City Council (Community Services and Public Health), Coventry and Rugby Clinical Commissioning Group (CCG), University Hospitals Coventry and Warwickshire NHS Trust, Coventry and Warwickshire Partnership Trust, the Management Bodies of Voluntary Sector Partners, carer and user groups and forums. The representative must have the authority to speak for / take decisions at the Partnership on behalf of their organisation or group to move the work of the partnership ahead.

Older Peoples Partnership members must be able to attend meetings as scheduled, contribute to meeting discussion and feedback/share the work of the Partnership (as appropriate) with those that they represent outside of meetings. Where it is not possible for a member of the OPP to attend a meeting, if possible a substitute should be identified to attend or apologies must be given.

The Older People's Partnership will strengthen communication and working relationships with the Coventry Health & Wellbeing Board through Coventry's Healthwatch, as well as the Coventry Partnership, ensuring appropriate Partnership member representation at key meetings as required.

#### **4(b) Membership: Older People's Partnership members**

**The Partnership should be made up of:**

10 representatives of older people (primarily from Older Peoples Voice/ Forum) and /or representatives from family carer groups (OP Carer Forum)

4 representatives from the Local Authority including the Partnership Co-Chair, the Head of Citizen Involvement, Carers and Partnerships (CICP) and Public Health Older Person's lead  
2 representatives from the NHS, including Coventry and Rugby CCG and UHCW  
1 representative from Coventry & Warwickshire Partnership Trust  
8 representatives from the voluntary sector (primarily from the health and social care forum)  
2 city councillors, including the Cabinet Member for Health and Community Services/Health and Health and Wellbeing Board Member representative\*.  
1 representative from Coventry University  
1 representative from LINK/Healthwatch

Requests for people to join the OPP should be made to the co-chairs.

The membership list is indicative only to ensure an appropriate balance of representatives and contribution.

## **5. Reporting and linking up the work of the Older Peoples Partnership**

The Older Peoples Partnership is not formally accountable to any existing organisation or body but must report annually to the City Council's Scrutiny Co-ordination Committee on the value of the work done by the Partnership and its contribution to the Council Plan. In addition, the Older People's Partnership will report on the progress of its work and will seek to work collaboratively with other relevant Boards and groups that may include\*:

- Coventry Safeguarding Adults Board
- Coventry Health and Wellbeing Board
- Coventry Partnership
- Healthwatch (post April 2013)
- A Bolder Community Services Programme Board
- Disability Equality Advisory Panel

\*Note that this list is not exhaustive.

## **6. Older People and Carer involvement**

The Partnership will act as a mechanism for older people and family/informal carers of older people to express their views about matters concerning older people.

The Partnership will work with local forums, User-led organisations and LINK/Healthwatch.

The Partnership will also consider the possibility of introducing its own website to share information about its role and work and to publish Partnership papers.

## **7. Frequency and location of meetings**

The Older Peoples Partnership will meet between four and six times per year, at a City Council venue (subject to availability and accessibility requirements).

## **8. Older Peoples Partnership Co-ordination**

Older People's Partnership meetings will be chaired by the Assistant Director (Community Services) from the City Council with a co-chair nominated by the Partnership. The co-chair will be an individual who is not employed by a statutory organisation.

Overall responsibility for ensuring the Older People's Partnership is working effectively and influencing the lives of older people in the city lies with the Head of Citizen Involvement, Carers & Partnerships.

The Involvement, Access & Partnerships Officer working with the Citizen Involvement Workers will work with the Older Peoples Partnership to ensure that:

1. Partnership meetings have clear agendas, that action notes and other records are kept as required, that all reports requested are prepared to timetable and standard, and are distributed to members one week in advance of each meeting.
2. The Partnership is properly co-ordinated, and works effectively.
3. Reports on work that has been completed or influenced by the Partnership are produced and made available when required.