



WEST NORFOLK OLDER PEOPLE'S GROUP

Terms of Reference

1. Role and Purpose

1.1 Role

The Group will take the lead on influencing policy and strategy development for older people living in West Norfolk. It will also take the lead in implementing and auditing the Living Longer Living Well and Partnership in Older People's Projects in West Norfolk.

1.2 Purpose

The purpose of The Group is to ensure that there are integrated, equitable services that meet the varying needs of older people and promotes their independence, safety and well-being. Influencing the commissioning process and linking up with Practice Based Commissioning will be a key part of this work.

2. Involving Service Users

The Group will adopt the Norfolk Primary Care Team Patient and Public Involvement guidelines and consult with users and carers on all relevant issues.

3. Aims

- To ensure that older people living in West Norfolk have equal access to all service regardless of the service boundaries that may exist.
- To promote and encourage health and well-being programmes as part of promoting a healthy life style.
- To encourage best practice in all aspects of service provision.
- To review services for those with mental health and or complex care needs and highlight areas for improvement and development.
- To review end of life care and ensure that the standards set by the Gold Standards Framework (NHS End of Life Care Programme) are achieved.
- To promote the continued development of intermediate care to support older people to allow them to remain in their own homes

- To enhance partnership working across the public, voluntary and independent sectors looking particularly at integrated pathways and consistency of outcomes.
- To agree priorities and draw up an action plan and timetable on a yearly basis.

CONSTITUTION

Accountability

The Group will be directly accountable to the West Norfolk Healthy Communities and Older People's Partnership and will liaise with the Norfolk Older Persons Strategy Partnership and other relevant groups.

Chair and Vice-Chair

The Chair and Vice-Chair will be elected annually. The term of office should not exceed 3 years.

Membership

West Norfolk Adult Social Services
 Norfolk County Council/Borough Council King's Lynn and West Norfolk
 Councillors
 Borough Council of King's Lynn and West Norfolk
 Care and Repair
 Norfolk Primary Care Trust
 King's Lynn and Wisbech NHS Trust
 Age Concern West Norfolk District
 West Norfolk Carers Association
 West Norfolk VCA
 Housing Association (Freebridge)
 Independent Sector
 Department of Work and Pensions
 Norfolk & Waveney Mental health Trust
 Help the Aged
 Alzheimer's Society
 West Norfolk Befriending Scheme
 West Norfolk Chamber of Commerce

Other partners will be co-opted onto the group as and when necessary.

Frequency of Meetings

Meetings will be held quarterly or more frequently if required.

Decision Making

Decisions will normally be made by consensus. If a vote is required the Chair will have the casting vote

Attendance

If a member fails to attend 3 meetings in succession membership should be reviewed.

Minutes/Agendas

Minutes/Agendas will be circulated to members at least two weeks before the next meeting and will be sent to the following partners for information:

- West Norfolk Healthy Communities and Older People's Partnership
- PCT Management Executive
- Practice Based Commissioning Executive
- Norfolk County Council Older People's Strategic Partnership
- King's Lynn and Wisbech NHS Hospital Trust Board
- Norfolk and Waveney Mental Health Trust

Communication and Publicity

Through an agreed process, the Group will communicate across partners, ensuring all interested parties are aware of what this Group is going to do, when it has achieved it, and what it intends to do for the future.

Monitoring and Evaluation

The WN New OP Group will monitor and evaluate its effectiveness and will be developing this process during the next few months. Quarterly reports will be provided to the West Norfolk Healthy Communities & Older People's Partnership on a quarterly basis.

Administration and Support

Xxx will provide administrative support to the Group (to be agreed).

Expenses

Out of pocket expenses for service users and carers will be reimbursed according to the existing procedure for the payment of expenses within Norfolk PCT/Social Services for service users and carers.

