

Adur Older Persons' Network – Terms of Reference

The Adur Older Persons' Network (the Network) adopted these Terms of Reference on 28th January 2008 to:

- Effect the local joint working requirements of the Partnerships for Older People Project (POPP)
- Otherwise provide a framework for the conduct of discussions where there is a shared interest concerning the needs of older people in Adur.

The Network:

- Promotes interest in, and develops the capacity of neighbourhood care services in Adur (see 'Defining Neighbourhood Care').
- Facilitates effective partnership working between organisations providing neighbourhood care services.
- Encourages broad based community participation in neighbourhood care services.
- Initiates new, develops existing neighbourhood care services and work towards equitable coverage of the same in local communities.
- Works collaboratively on research and the submission of funding applications.
- Adopts volunteer recruitment initiatives and attract volunteers through dedicated recruitment campaigns.
- Liaises and networks between neighbourhood care service providers, including the statutory health, social care and other relevant statutory organisations.
- Initiates, develops and reviews referral mechanisms between neighbourhood care service providers and relevant statutory services.
- Promotes networking and the sharing of good practice, resources and expertise within and between neighbourhood care service providers.

Membership

- Is open to any neighbourhood care service provider in Adur
- Others are invited to attend Network meetings periodically or on a regular basis, such as relevant statutory and voluntary sector staff and service providers.

Meetings

- The Network meets four times a year in an accessible venue in Adur.
- Meetings are organised, advertised and serviced by the Neighbourhood Care Coordinator.
- Meetings are chaired by a person from any organisation (at 1 or 2 below), as agreed by consensus or via an appropriate democratic mechanism.

Steering Group

The Network has a Steering Group made up of:

- Network member organisations, which employ POPP-related staff¹ (a maximum of one place for each employing organisation).

- Network member organisations that do not employ POPP related staff (one place each up to a maximum of four organisations).
- The Neighbourhood Care Coordinator.
- The POPP Project Development Officer
- The WSCC Adults' Services Voluntary Sector Liaison & Development Officer.
- Membership of the Network Steering Group is made up from representatives of the participating organisations who have delegated authority, and can take decisions at Steering Group meetings to enable the expedient operation of Network business.

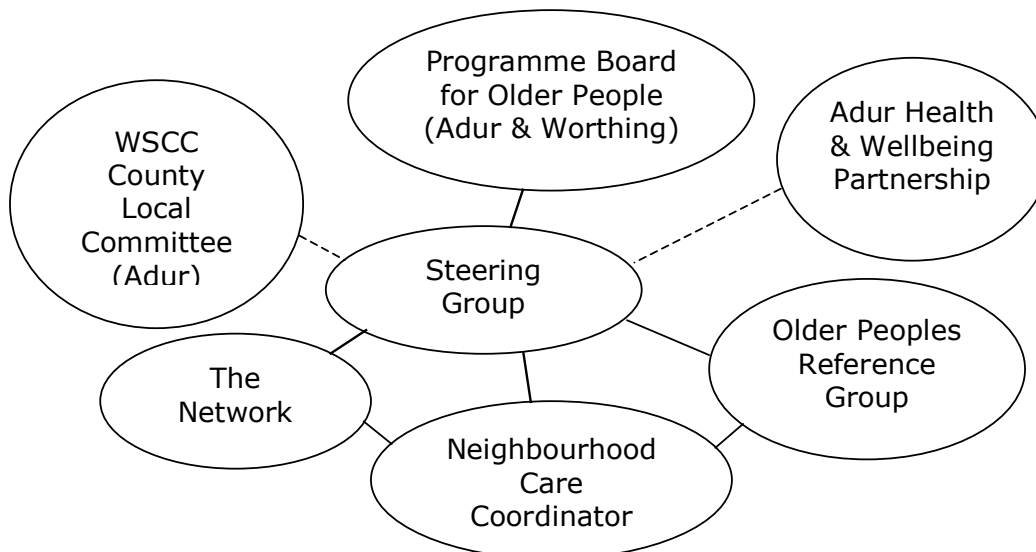
As agreed by the Steering Group, attendance is sought at its meetings from within other voluntary or statutory sector organisations.

The role of the Steering Group is to:

- Advise the Network and support its purposes.
- Take proper account of that which arises from consultation carried out with a local Older Peoples Reference Group.
- Establish other Reference or Sub-Groups as required to consider issues in detail.
- Agree and make recommendations as appropriate regarding the overall direction of Network related staffing, funding and other resource.
- Monitor and review the outputs and outcomes of Network related activities in line with its stated purposes.

The 'Bigger Picture'

To meet a key POPP requirement, the Network and its Steering Group sits within a wider stakeholder accountability and governance framework, e.g.



Defining Neighbourhood Care

Neighbourly

Services which are readily recognised as being 'neighbourly' in character, likely to be provided by voluntary and community organisations, and so differing distinctly from more formalised interventions by statutory sector services.

Neighbourhood Care can take many forms, including: befriending, social gatherings and support, transport, shopping, gardening, practical help including odd jobs around the home, help with correspondence and form-filling, accompaniment to health appointments, introductions to social opportunities.

Targeted

Provided for older adults who are vulnerable or otherwise in need due to their social isolation, disability or infirmity.

Local

Locally based and focused. The whole of Adur is defined as the primary Neighbourhood Care area, but some services are necessarily focussed on particular wards, parishes or other particular parts of Adur.

Responsive and ongoing

Providing a range of services, which those in target groups can call on and be supported by throughout the year - differing from services, which are time-limited or periodic in nature.

Outcomes

Neighbourhood Care services should include the following outcomes:

- The prevention of social breakdown and ill health
- Support for independent living
- Social inclusion - improving access to activities, social networks and services
- Wellbeing and an enhanced quality of life
- A strengthening of local communities - building community capacity, increasing social interaction, timely and appropriate responses to identified needs