

**Draft Terms of Reference for the Ageing Well Partnership
Vs 1 September 2018**

A. Vision and purpose of the Ageing Well Partnership

1. The overarching strategic vision for health and wellbeing in York is set out in the joint health and wellbeing strategy 2017-2022
2. The joint health and wellbeing strategy has four priorities one of which is ageing well.
3. The Ageing Well Partnership will translate the strategic vision for ageing well within the joint health and wellbeing strategy into action; bringing partners together to focus on its delivery.
4. The partnership will work to build a shared approach to delivering against the priorities for ageing well in the strategy.

B. The role of the Ageing Well Partnership

5. The Ageing Well Partnership is accountable to the York Health and Wellbeing Board for delivering against the priorities in the joint health and wellbeing strategy 2017-2022
6. To ensure that partners work together in relation to older people on behalf of the whole health and social care system; acknowledging that some organisations work across multiple boundaries
7. To develop and implement an action plan to deliver against the priorities set out in the ageing well theme of the joint health and wellbeing strategy 2017-2022.
8. To drive improvement in the area of healthy ageing.
9. To develop a dashboard of performance indicators to monitor progress against delivery of the ageing well theme.
10. To provide assurance to the Health and Wellbeing Board that the priorities identified in the ageing well theme of the strategy are being delivered
11. To deliver the recommendations arising from the York Older People's Survey 2017
12. To produce an annual report on its activities for the Health and Wellbeing Board
13. To lead on and report back on any other work in the area of older people that the Health and Wellbeing Board requests

14. To lead on the refresh and/or renewal of the ageing well theme of the joint health and wellbeing strategy 2017-2022 as it nears its end

C. Membership

15. Partnership members will be required to represent their organisation with sufficient seniority and influence to take forward the vision and agenda of the partnership

Membership will consist of:

	Organisation	Position
1	Health and Wellbeing Board Lead Board Member for Ageing Well	Chair
2	NHS Vale of York Clinical Commissioning Group	TBC
3	City of York Council	Assistant Director Adult Social Care
4	City of York Council	Commissioning Manager
5	City of York Council	Public Health Specialist Practitioner Advanced
6	York Council for Voluntary Service	Officer Representative
7	Community Representative	Chair of the Older People Voluntary Sector Forum
8	Community Representative	TBC
9	Healthwatch York	Healthwatch Manager
10	Tees, Esk and Wear Valleys NHS Foundation Trust	TBC
11	York Teaching Hospital NHS Foundation Trust	Clinical Lead for older People
12	Carer	Representative
13	Independent/Private Sector	Independent Care Group
14	TBC	Primary Care Representative

16. Membership of the partnership will be reviewed periodically and can be amended at any stage with the agreement of existing members. Partner organisations may substitute for their named representative with the prior agreement of the Chair.
17. All partnership members will have equal status.
18. Partnership members will be expected to individually lead on specific work streams to ensure delivery of the ageing well theme of the health and wellbeing strategy

D. Chair and Vice Chair

19. The partnership will be chaired by the nominated Health and Wellbeing Board member for ageing well and a vice-chair will be nominated by the partnership members.
20. The Chair is responsible for determining the forward plan and agenda items (with assistance from the lead officer), ensuring the efficient running of the meeting, maintaining focus and facilitating and enabling participation of all those present and ensuring that confidential items are handled accordingly.

E. Leaving the partnership

21. A person shall cease to be a member of the partnership if s/he resigns or the relevant partner agency notifies the Chair of the removal or change of representative.

F. Lead Officer

22. A Lead Officer will be identified who will assist the Chair and Vice Chair in determining the forward plan, prioritising, scheduling and coordinating agenda items. They are responsible for ensuring that appropriate reports, presentations and attendees are available for items tabled and act as a contact point for enquiries.

G. Other support for the Partnership

23. The Council and Vale of York Clinical Commissioning Group will ensure that the Partnership receives the necessary support to enable it to discharge its responsibilities effectively. This will include financial and legal advice and specific support to monitor and review performance.

H. Interests of members

24. Partnership members must declare any personal or organisational interest in connection with the work of the partnership. Where there is a potential conflict of interest for individual members, this should be openly and explicitly declared. At the Chair's discretion the partnership member may be excluded from the discussion and / or decision making related to that particular agenda item.

I. Meetings

25. The partnership will normally meet on a two-monthly basis i.e. 6 meetings per annum. The partnership will be quorate when at least five members, including at least one representative from City of York Council or Vale of York Clinical Commissioning Group, and from two other partners, are present. If the meeting is not quorate it may proceed at the discretion of the Chair but may not take any decisions that would require a vote.

J. What the partnership doesn't do

26. The Partnership is not directly responsible for managing and running services but it does consider the quality and impact of service delivery across partner organisations. It does not have direct responsibility for budgets.

K. Involving people in the work of the partnership

27. The partnership expects that the views and involvement of local people will influence its work and its sub groups at all stages.
28. Reports to the partnership will be required to describe the way local people have been engaged in their preparation, and the partnership will adopt the co-production principles accepted by the Health and Wellbeing Board in 2017.

L. Accountability and reporting

29. The Ageing Well Partnership reports to the Health and Wellbeing Board
30. The partnership may establish 'task and finish' groups and/or working groups which focus on specific elements of the ageing well agenda. These groups are accountable to the partnership and will report to it at least twice a year

M. Culture and values: how the Partnership exercises its responsibilities and functions

31. The partnership will take into account the following behaviours and values in exercising its functions. Members will:
- Participate on the basis of mutual trust and openness, respecting and maintaining confidentiality as appropriate;

- Work collaboratively, ensuring clear lines of accountability and communication;
- Share expertise and intelligence and use this synergy to provide creative solutions to complex issues;
- Take account of any particular challenges, policies and guidance faced by individual partners;
- Have regard to the policies and guidance which apply to each of the individual partners;
- Adhere to and develop their work based on the vision and priorities within the Joint Health and Wellbeing Strategy
- Where decisions of the partnership require ratification by other bodies the relevant partnership member shall seek such ratification in advance of any meeting of the partnership or promptly following the partnership's recommendations;

Terms of Reference Agreed on:

Review Date:

These terms of reference will be reviewed annually.