

OLDER PEOPLE ADVISORY PLANNING GROUP

TERMS OF REFERENCE

1. PURPOSE

1.1 The Older People APG will ensure the efficient and effective joint planning of agreed health and social care services for Older People services area, thereby contributing to the continued implementation and monitoring of the Health Social Care & Wellbeing Strategy.

2. OBJECTIVES

2.1 JOINT WORKING:

2.1.1 To facilitate effective joint working by engaging with relevant stakeholders in the statutory, voluntary and private sectors across Older People services area.

2.2 IMPLEMENTING THE HEALTH SOCIAL CARE AND WELL-BEING STRATEGY:

2.2.1 To develop an action plan or implementation plan based on the objectives contained within the Older People strategy strand of the Health Social Care and Well-Being Strategy and present this to the SCG.

2.2.2 To develop, support, direct and monitor Joint Operational Groups to implement objectives or specific projects where appropriate.

2.2.3 To foster links with other relevant APGs to increase awareness of cross-cutting issues; in this instance

- Carers APG
- Mental Health APG
- Physical Disability & Sensory Impairment APG

2.2.4 To contribute to the development of other APGs action plans or implementation plans where there are known cross-cutting issues; in this instance

- Joint Commissioning Strategy for Older People & Action Plan
- Older People's National Service Framework (NSF) Action Plan
- Ageing Well Planning Group Action Plan
- Accommodation Strategy for Older People
- Older People's Strategy
- Carers Strategy & Action Plan

2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:

2.3.1 To make links between the objectives contained in the relevant strategies which apply to Older People service area; in this instance

- Joint Commissioning Strategy for Older People & Action Plan
- Older People's National Service Framework (NSF) Action Plan
- Ageing Well Planning Group Action Plan
- Accommodation Strategy for Older People
- Older People's Strategy
- Carers Strategy & Action Plan

2.3.2 The Older People APG will provide the Strategic Commissioning Group (SCG) with evidence of changing need in the Older People service area.

2.3.3 To determine how well current services meet the needs of Older People service users and to advise the SCG accordingly.

2.3.4 To make evidence-based recommendations for short, medium and long-term sustained improvement and service development to the SCG.

2.3.5 To coordinate the submission of joint bids for funding of relevant services, including the Flexibilities Special Grant.

2.3.6 To inform the SCG on progress made on the objectives contained in their Older People APG action plan or implementation plan.

2.3.7 To inform the SCG on any challenges or delays in progressing particular objectives or projects.

2.3.8 To receive instructions from the SCG.

2.3.9 To provide progress reports as requested by the SCG and contribute towards the development of Annual Report of the Health, Social Care and Well-Being Strategy.

2.6 PUBLIC CONSULTATION AND SERVICE USER INVOLVEMENT:

2.6.1 To ensure that appropriate consultation is undertaken with relevant stakeholders; in this instance

- Older People's Forum
- Service Users of Older People's Services
- Expert Patients Programme

2.6.2 To develop a service user forum or other mechanism, which enables the Older People APG to consult effectively with Older People service users and carers.

3. MEMBERSHIP

List

Name	Agency	Title
Akande, Posy	Cardiff Council	Service Manager OP
Biley, Anna	NPHS	Health Promotions Officer

Carpenter, Ruth	Cardiff Council	Service User Involvement
Dr Rajan	CHC	Representative
Elliott, Alison	Cardiff Council	Operational Manager OP
Fallon, Maureen	Cardiff & Vale NHS Trust	Representative
Gorwill, John	Cardiff Council	OP Strategy Coordinator
Harrop-Griffiths, Sian	Cardiff & Vale NHS Trust	Partnerships Manager
Harry, Samantha	Cardiff Council	Supporting People Manager
Hawkins, Jeff	Age Concern	Chief Executive
Jones, Allyson	Cardiff Council	Health Improvement Officer
Joscelyne, Cheryl	NPHS	Chair Ageing Well Group
Lawrence, Peter	Cardiff Council	Quality & Audit Manager
Lloyd, Sarah	Cardiff Council	Senior Social Worker
Marty, John	Cardiff Council	Social Worker
Mogie, Anna	Cardiff Local Health Board	Deputy Director of Nursing
Pritchard, Linda	VAC	Health & Social Care
Facilitator		
Richards, Donna	Cardiff Council	**Minutes**
Thomas, Jackie	Cardiff Council	Business Manager CMS

4. METHOD OF OPERATION

- 4.1** The Older People APG shall elect a Chair.
- 4.2** The Chair will represent the Older People APG at SCG meetings.
- 4.3** Meetings shall be on a bi-monthly basis, aligned when appropriate, to inform the meetings of the SCG.
- 4.4** Only in exceptional circumstances, shall a member of the group, nominate a deputy to attend in their place. Where such an exception occurs, the member shall brief the nominated deputy adequately, and delegate decision making powers where possible.
- 4.5** Agenda items can be put forward by any member of the Older People APG, by e-mailing the Chair 5 working days prior to the next meeting.
- 4.6** Papers for presentation shall be submitted by e-mail to the Chair 5 working days prior to the next meeting.
- 4.7** Feedback from Older People Joint Operational Group should be a standing agenda item at each meeting.
- 4.8** Feedback from Older People Service User Forum should be a standing agenda item at each meeting.
- 4.9** Expert input shall be co-opted where necessary.

5. REPORTING ARRANGEMENTS

5.1 Each member of the Older People APG shall take responsibility for briefing appropriate individuals and groups within their own organisations, departments or service areas.

5.2 Feedback from all APGs shall be a standing item on the SCG agenda.

5.3 The Older People APG Chair shall attend SCG meetings and feed back to the group.

5.4 SCG feedback shall be a standing item on the agenda of the Older People APG.

6. REVIEW OF TERMS OF REFERENCE

6.1 The Older People APG terms of reference shall be reviewed annually.