Older People Steering Group
Terms of Reference

V1 October 2023

Version: 3.0

Status: Draft

Creation Date: April 2022

TOR confirmed by network on 26/04/22

Background

Slough recognises the important contribution Older People provide within Slough's diverse community. It is crucial they are valued as expert partners and supported to lead as full a life as possible in line with the priorities set out in the SBC Older People Strategy 2023-26.

To support this we are developing an Older People Steering Group to inform how the new Strategy and Older People Action Plan. The group will be made of Older People from across Slough's communities. It will meet regularly to oversee and support the latest Older People Action Plan 2023-26 to be implemented in a way that makes a real difference to the lives of Older People.

The revised Older People Strategy covers the years 2023-2026 which is being presented to Cabinet in November 2023 and has a comprehensive Older People Action Plan for real change.

The Older People Strategy 2023-26 has 8 important strategic priorities:

Priority 1: To reduce social isolation and loneliness for Older People
"Research has linked social isolation and loneliness to higher risks for a variety of physical and mental conditions: high blood pressure, heart disease, obesity, a weakened immune system, anxiety, depression, cognitive decline, Alzheimer's disease, and even death" according to the National Institute on Aging. This is an issue raised by Older People in Slough through awayday engagement feedback they have told us this is a priority. A robust Dementia Action Plan is required as part of a preventative approach to minimising or delaying Dementia and tackling social isolation to sit alongside the developing Public Health Dementia Needs Assessment.

Priority 2: For Older People to have a continued sense of purpose to live their best life.
"Living a life of intention or having a purpose in life, especially as you age, is integral to healthy living and longevity. Many studies have shown that aging with purpose can provide protection against Alzheimer's disease, disabilities, cardiovascular problems, and impairment, and lead to longer, happier lives" according to Maplewood Senior Living. Older People in Slough through engagement feedback have told us this is pivotal to their lives. We also see many Older People actively involved as volunteers e.g., for the Co-Production Network continuing to work with purpose and champion securing great services in Slough.

Priority 3: To live more years in good health.
Work with our partners such as Health, the Voluntary & Community Sector and communities themselves to support people with their health and wellbeing. Having a range of appropriate provisions in place including a well-functioning adult social care market is critical here. Often people with a range of Long Term Conditions (LTCs) could evidently have poor health in old age so trying to prevent LTCs in line with the next priority are essential. There is a strong correlation between people with multiple long term conditions (MLTCs) and social care needs – this should be treated as a specific cluster of combined health and care outcomes. [Clustering by multiple long-term conditions and social care needs: a cross-sectional study among 10 026 older](#)

Mapping the customer journey for Older People and developing a clearer operational pathway to support the Older People priorities in this strategy linked to all priorities are the cornerstones of this strategy.

Priority 4: To work in greater partnership with the NHS and Public Health to prevent Long Term Conditions including the wider determinants of health.
Work with our partners such as Health, the Voluntary & Community Sector, and communities themselves to support people with their health and wellbeing to prevent Long Term Conditions e.g., Stroke, Cardiac Disease, Dementia, etc. Having a personalised, strengths-based approach within adult social care, encouraging independence and utilising assets within people's own communities. These will be supported by a strong focus on integrating health and social care services to deliver best value and ensure that residents can access high quality provision when this is required. As part of this work PH have been developing a dementia prevention needs assessment (in early Sep. 22)

Priority 5: To tailor Older People Information & Advice on the challenges that affect them e.g., cost of living, fuel costs, food poverty, etc
Not shying away from difficult conversations about critical issues that affect Older People and providing signposting to practical support. For example, use of independent Benefits Checkers for information on income-related benefits, contribution-based benefits, Universal Credit, tax credits, Council Tax Reduction and Carer's Allowance. Listening to Older People's consultation there is a strong desire to not live in such a digital world. SBC needs to look at how accessible standard processes are e.g., Blue Badges which appear to be wholly digital.

Priority 6: To support intergenerational families best care for their loved ones and with respect to cultural differences.
Supporting People to have greater involvement in shaping the care and support they receive. Opportunities to have "asset-based" conversations where individuals look to their family/loved ones/neighbours and wider community for support. Recognising the implications of intergenerational families who have in some cases been made up of 11 or so family members so housing requirements have seen two adjacent properties commissioned to meet their needs. There is an opportunity to use the Quality Conversations approach for gatherings insights into intergenerational families.

Priority 7: To have a choice about where I die through a co-produced end of life pathway.
Opportunities to develop with the support of carers and service users a clear end of life pathway that supports people in Slough to die in the place of their choosing. This often relies on robust co-ordination and transfers of care out of hospital environments. Slough recognises it needs to better develop its end of life pathway drawing together the various components for success. It will best achieve this in a co-produced way through the **new Quality Conversations Model** developed for Oak House **linked to all priorities.** As part of a life-course approach we should link up the entire lifespan pathway including: live well / age well and die well as the risks tend to be cumulative and increase with age.

Priority 8: To have a range of housing options to suit me in later life.
Opportunities for Older People to secure advice and access to a range of accommodation tailored to the needs of Older People. This is best achieved through a Housing Strategy developed with partners with particular attention to intergenerational families and developing dementia friendly places.

Document Purpose

The purpose of this Terms of Reference (ToR) is to outline the key accountabilities and the reporting arrangements of the Older People Steering Group which is to be Co-Chaired by SBC and an Older People Representative.

This is a brand new group which is being created to act as a champion of all things Older People and to hold SBC account for the priorities and actions set out in the Older People Action Plan as set out in the 3 year Carers Strategy 2023-26. The group will also take shared accountability for delivering on the actions set out in the Older People Action Plan included at the end of the Strategy.

The Group seeks to inform the development of the Older People agenda in Slough and to Council Strategy relating to the lives of Older People. It enables them to come together, share experiences, opportunities and knowledge, offer mutual support and discuss issues that are important to them. It encourages Older People to have their voice heard and to deliver the changes and actions set out in the Older People Strategy.

1   Constitution

The Older People Steering Group is co-produced group made up of Older People, Carers, SBC, NHS, Co-Production Network and other partners. It is Co-Chaired by an SBC officer and an Older Person (elected through due process) to co-own the Older People Action Plan ensuring it is delivered in a timely way within the 3 year period set out in the Older People Strategy 2023/26.

2   Constitution overall purpose

- To support, enable and empower anyone who self-identifies as Older Person.
- To enable Older People to have a strong voice to feel that they are part of and have a vital role to play in shaping and delivering the Older People Action Plan.
- To own the Older People Strategy holding all to account for its delivery and at the same time contributing to its delivery.
- To assist in formulating new and reviewing existing strategies for Older People to ensure these represent the needs of those Older People in Slough.
- To ensure any offer to Older People is fair and as inclusive as possible.
- To assist the SBC in meeting its statutory obligations to Older People under its duties.
- Opportunity to update each other on local and national policy and developments affecting Older People so matters can be addressed.

3 Key Roles and Functions

- Overall to deliver on the Older People 2023-26 and embedded Carers Action Plan and any future plans to support carers.
- To work with SBC and partners to raise the profile of Older People.
- To identify new carers in Slough to ensure they have access to information and advice to support them as Older People living in Slough.
- To raise awareness and understanding about the needs of all Older People within Slough's diverse community, making no assumptions.
- To adopt a co-productive approach ensuring Older People are equal partners, valued, listened to and have a stronger voice.
- To make decisions together about influencing local services and making those changes happen.
- Work with and engage the wider community on a range of issues relevant to Older People.
- Support task and finish groups as required to help deliver the Older People Action Plan.
- To develop effective innovative ways of engaging with Older People beyond the current arrangements.
- To listen carefully to what Older People are telling us and act on this.
- To ensure parity in what is on offer to Older People and address any inequalities.
- To influence local and national strategy making and monitor existing policies to ensure that the perspective and experience of different Older People groups are proactively considered.
- To provide an informal support to Older People, through the development of virtual networks and meetings, where issues can be openly discussed.
- To promote opportunities to reduce social isolation for Older People.
- To connect and provide information on Older People via a range of media not forgetting Older People would prefer options that are more accessible to them e.g not digital only.
- To monitor overall spend on Older People.
- To oversee the service quality of providers delivering Older People support in Slough.
- To provide and disseminate information relating to Older People.
- To set the agenda for continuous improvement.
- To act as one method for consultation on relevant topics.

4 Membership

Membership is open to Older People and defined partner organisations who work closely with the council in delivering the Older People offer. Membership is renewed annually. The leadership for the group should be refreshed every 3 years to enable other Older People to Co-Chair.

As members of the Carers Steering Group we will always consider our behaviour…

- Always respect different opinions and ideas and make sure everyone has the chance to speak.
- Always be kind to others and thoughtful in our actions.
- Actively listen and ensure the language used is inclusive avoiding making any assumptions.
- Work as part of a team to deliver changes for carers and learn from the group.
- Strive to ensure engagement, participation, co-design and co-production in all that we do.
- Use our experience to help find solutions.
- Represent the views and experiences of Older People in the community
- Maintain confidentiality, seek permissions/consent e.g ensure data protection at all times.

In line with…….

The Nolan Principals of Public Life

Selflessness - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity - Holders of public office should not place themselves under any financial obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Membership

Organisation	Name
SBC Lead Commissioner Older People & Carers (**Co-Chair**)	Vanessa Pugh
Co-Chair (Older Person)	
Co-Production Lead	Bestina Bukori
Co-Production Volunteer	
Integration Lead -Frimley ICB	Mike Woolridge
Health Watch Slough	
Public Health	Leidon
Age UK	
Community Hubs	
Operational Lead	Niel Niehorster (links to carers), Andrea Rodin/nominee
Memory Clinic	
Special Voices	
Community Transport	
Alzheimer's Dementia Support	
Alzheimer's Society	
Slough CVS	
Hospital representative	

5   Reporting Arrangements (to be agreed)

The Older People Steering Group will report into XXX e.g. Transformation Board, DLT etc quarterly and will be Co-Chaired by Vanessa Pugh (Interim Older People & Carers Commissioner).

6   Frequency of Meetings

The Older People Steering Group will meet on a quarterly basis. One of the meetings will be an Annual General Meeting to undertake several actions:

- Agree and elect Co Chairs (every 3 years).
- Review the progress with the Older People Action Plan.
- Review the Older People Strategy (every 3 years unless major changes in statute)
- Review Terms of Reference
- Present the annual report from the Co-Chairs.

7   Minutes and Agendas

- The agenda and supporting papers will be circulated at least working five days prior to the Older People Steering Group.

- Agenda items will be agreed by the Co-Chairs but can be submitted from all participants.

- Minutes will be taken of the meetings. Minutes and an action tracker will be circulated to members within five working days of the meeting. The tracker will mirror the actions set out in the Older People Action Plan.

8 Review

The Older People Steering Group Terms of Reference will be reviewed on an annual basis.

9 Quorum

In order fair and proper decisions are made it will require that two-thirds of the members of the group be present to make fully agreed decisions. Typically this is described as establishing a quorum. This means a percentage of members 65% are required to ensure they meet the threshold for a quorum. If the quorum is not reached then the meeting should not go ahead as there will be no opportunity to make any decisions. The Co-Chair/s will make the ultimate call on this.

10 Format

The Older People Steering Group will seek to meet in person. However the format of the meeting will be hybrid to ensure it is inclusive e.g to allow someone with caring responsibilities to fully participate whether the meeting is virtual or face to face.