

Wiltshire Council:

Terms of Reference for the Royal Wootton Bassett and
Cricklade Older People's Accommodation Task Group

v1 July 2014

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These Terms of Reference were adopted on 17 September 2014

1. BACKGROUND

- 1.1. This document is the Terms of Reference for the above mentioned Task Group.
- 1.2. This Task Group is constituted as a sub group of the Area Board and the representatives on the group are people nominated through the Area Board.

2. OBJECTIVES

- 2.1. The Task Group's objectives are as follows:
 - To consider the accommodation needs of older people across the Royal Wootton Bassett and Cricklade Community Area. This should also include the specific needs of Purton and Lyneham.
 - To consider the affordable and open market housing needs of older people and to look at all forms of accommodation that may be appropriate, including extra care housing and residential care.
 - To identify a suitable location[s] for any development, working with all relevant parties to secure its viability.
 - To ensure that the community have an opportunity to understand and inform the development of older people's housing.
 - To provide a consultative voice for local people and to reflect service user views and opinions.
 - To ensure the development and its associated facilities meets the needs of local community.
 - To support the integration of the development[s] with local services, including working with the local COBs on the development of the Campuses.
 - To work alongside other Groups that are looking at older people's accommodation in the area, such as the Cricklade Extra Care Working Group.
 - To ensure that the nature of the development is reflective of person-centred services.
 - To promote interest in the scheme within the community and for the Task Group members to act as local champions for the scheme.

- To support the Area Board and report progress at regular intervals.

3 MEMBERSHIP

- 3.1 Membership of the Task Group will be determined locally but could consist of a selection of the following:
- 3.1.1 Local Unitary Members from across the Community Area.
 - 3.1.2 The Wider Community [such as representatives of older people]
 - 3.1.3 Church Leaders
 - 3.1.4 Health / GP representative
 - 3.1.5 Voluntary Sector representative
 - 3.1.6 Town Council representatives
 - 3.1.7 Shadow COB representatives
 - 3.1.8 Wiltshire Council officers
- 3.2 The Members may be changed but the Task Group must be informed.
- 3.3 If a member representative fails to attend 3 consecutive meetings of the Task Group, the Full Members may vote to remove that member representative from the Group;
- 3.4 Sub-groups of the Task Group (consisting of up to 6 people) may be formed to take forward specific elements due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Task Group to ensure continued involvement and engagement.
- 3.5 Volunteers for sub-groups will be sought from the Task Group members and the membership of each sub-group will be approved and ratified by the Area Board.

4 CHAIR

- 4.1 Upon establishment of a Task Group, a chairman will be nominated and seconded by the members.
- 4.2 In the event that the chairman is absent, a council representative will chair the meeting.

5. ROLES AND RESPONSIBILITY

The Task Group is responsible for:

- 5.1 The strategic direction and planning of services, including:
- 5.1.1 Developing a strategic view of the accommodation needs of older people across the Community Area;

- 5.1.2 Agreement of the development / implementation plans for each service within the remit of the Task Group;
- 5.1.3 Promoting and supporting the development / implementation plans to the community.
- 5.1.4 Ensuring that the views of the community are expressed and properly represented.
- 5.1.5 Development of partnership working between the community, the developer, the Council and key stakeholders.
- 5.1.6 Ensure that the area board is kept informed of the progress at periodic intervals

5.2 The Role of Wiltshire Council

- 5.2.1 The Council will retain overall responsibility for the delivery of this project, including the definition of service delivery and appointment of partner organisations.
- 5.2.2 Certain decisions may be required to be taken by formal Council committees due to delegated authority restrictions. Task Group members will be informed of this on a case by case basis as they arise.

5.3 Task Group (Governance Structure)

- 5.3.1 This Task Group forms part of the consultation process and will meet once at least quarterly, although the frequency may be increased at key stages of the project.
- 5.3.2 Any Member of the Task Group may ask the Chairman to include an item on an agenda for a meeting provided that such a request is made at least 4 days in advance of the meeting at which it will be discussed;
- 5.3.3 The content and order of items on the agenda and the amount of time allocated to each one will be set at the discretion of the Chairman.
- 5.3.4 The Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.

5.4 Recording and Reporting

- 5.4.1 Minutes will be taken at each Task Group meeting and used as a record of the meeting.

5.4.2 The minutes will be written up and circulated to all members within 10 working days of the meeting.

5.4.3 All minutes will be approved at the next meeting by the members and the chair.

5.4.4 Minutes and reports from the Task Group will be submitted to the Chair of the Area Board on a regular basis.

6 CONFIDENTIALITY

6.1 Whilst most information provided by the Council, other participants or partners will be non-confidential in nature, there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, requests may be made for certain information or items to be confidential. Should any participant be unable to respect this request, they must absent themselves from the meeting prior to discussion and consideration of the relevant item.