

SENIORS GROUP TERMS OF REFERENCE



Reviewed by group in October 2023

Purpose

'The purpose of this group is to represent views and seek to continuously improve services for older residents'.

This will be done by:

- Monitoring key statistics
- Commenting on proposals from staff
- Making decisions on behalf of the Members' Forum on matters affecting older residents.
- Review appropriate policies.
- Look at relevant reports and comment.
- Look at appropriate surveys and comment.
- Reporting at least annually to the Members' Forum, including an outline of what the group is doing and any areas of concern.
- Meetings at schemes, feedback to meeting.
- Coffee mornings for community members.

Membership of the group

The group has a membership including at least one member of the Members' Forum and representation of independent living 1 and 2 as well as residents from general needs housing.

Where possible, the group should aim to be representative of Soha's older residents, including age, gender, ethnicity and having members not involved in the Members' Forum

Anyone attending a Seniors Group meeting can apply to become a member by registering their name with the Chair.

The group Chair will be a Resident elected by the Group at least every 3 years.

It is the Chair's responsibility to ensure the group communicates to other Members and reports to the Members' Forum.

Objectives

To carry out 5 meetings a year across Soha's area and to invite other older residents to meet the group in an informal session following each meeting.

To raise the profile of the group through attending other independent living scheme events and by producing articles for newsletters

To ensure information on the work the group is doing is fed back to all relevant residents, including the Members' Forum

To look at independent living stock (confidential) options on difficult to let schemes. Options could include remodelling-closure-change of use.

To give a representative view to Soha of what older residents think about service and policy issues.

Nature of Meetings

The period of notice for meetings will be 14 days and papers will be sent out a minimum of 7 days before the meeting. If requested by a minimum of 2 members of the group an emergency meeting can be called with 7 days' notice. Meetings shall commence at a time and a venue agreed by the Seniors Group. The venue must be accessible for disabled people. Evening meetings should not start later than 7pm or finish later than 9pm. This excludes training, workshops, and seminars. Light refreshments will be provided for all meetings.

Frequency of Meetings

Meetings shall be held as and when required at the request of the Seniors Group. There should be a minimum of 5 meetings a year.

Authority

The Seniors Group is authorised by the Members' Forum to consider any activity within its Terms of Reference.

Delegated Powers

The Group shall be empowered to deal with issues relating to independent living housing – it shall:

determine and review service levels within independent living housing and any appropriate general needs service levels. They will consider the structure of the service accordingly.

evaluate current and future strategic housing requirements for people in independent living housing and older people in general needs.

consider any matter relating to a review of the service delivery of the community alarms system.

consider any customer service or maintenance issue relating exclusively to the independent living housing service and older people in general needs.

Reporting

The meeting will be minuted and the minutes of the Seniors Group shall go to the members of the Members' Forum for information and to comment on if they feel necessary. The Chair of the Seniors Group shall raise any matters of interest or respond to any questions from Members' Forum Members. The Chair of the Seniors Group can also take any matter for further discussion to the Members' Forum.

Confidentiality

Any verbal or written reports regarding subjects such as anti-social behaviour, individual circumstances, proposed policy, or service changes should be regarded as confidential. Future strategic housing requirements including written reports and plans etc. may contain sensitive information and are regarded as confidential to external people who are not involved in Seniors Group meeting.

Equality and Diversity

Soha opposes discrimination and will endeavor, always, to promote awareness of equal opportunity issues and good practice in resident participation initiatives, the Seniors group agrees to formally adopt and abide by Soha's policy on Equality and Diversity.

Code of Conduct

All members and guests attending or acting on behalf of the group will abide by the Code of Conduct.

Terms of Reference: Seniors Group	Reviewed Date: October 2023	Reviewed and approved by: Seniors Group	Next review date: October 2024
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