



Older People's Providers Network

Terms of Reference

Purpose

- To help providers share experiences, reduce overlaps in services and enable us to work more effectively together to meet the needs of older people in Kensington and Chelsea.
- To promoting a better understanding of the development of the health and wellbeing agenda and its impact on the voluntary sector.
- To explore initiatives that might lead to joint bidding for funding and contracts.

Membership

- Members are voluntary organisations and community groups consisting of or providing services for older people (aged 50 plus). **Commissioners, funders and borough representatives are also welcome.**
- Members are asked to send apologies if no representative from their organisation is able to attend a meeting.

Frequency of Meetings

- The Network will meet at least four times a year, generally for about two hours.

Chair

- The Chairperson will be elected by the group for a period of two years.
- Their responsibilities include:
 1. Guiding the meeting according to the agenda and time available.
 2. Ensuring agenda items end with a decision, action or possible outcome where appropriate.
 3. Review and approve the agenda and draft actions before distribution.

Meeting Admin

- Meeting agenda and previous meeting's **minutes and** actions points will be circulated at least a week in advance. A staff member from Kensington and Chelsea Social Council (KCSC) will do this and any other administration of the Network, including putting information about the Network on the KCSC website.
- Network members will discuss the **minutes and** actions agreed at the previous meeting at the start of each meeting.

Monitoring and review

- The Network's Terms of Reference will be reviewed annually. **Membership to be reviewed after two meetings.**
- The Network will undertake an annual review of its performance, via self-assessment/survey by its members.

These Terms of Reference for Older People Network (OPN) have been approved with the above amendments at the 30 January 2019 meeting.