

## Dacorum Healthier Communities and Older People Theme Group

### TERMS OF REFERENCE

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| <b>(1) Title</b>                               | <b>Dacorum Healthier Communities &amp; Older People (HCOP) Theme Group</b>   |
| <b>(2) Accountable to</b>                      | Dacorum Partnership<br>Constituent organisations   |
| <b>(3) How is accountability demonstrated?</b> | Verbal and written reports by the Chair of the HCOP Theme Group.<br>Six monthly uploads to Dacorum Partnership website.  |
| <b>(4) Purpose of Group</b>                    | To be responsible for the co-ordination and monitoring of Healthier Communities and Older People theme in Dacorum.   |
| <b>(5) Proposed Terms of Reference</b>         | <b>Details</b> <ol style="list-style-type: none"><li>1 To develop and ensure implementation of a project plan.</li><li>2 To review progress and take necessary action to ensure that the targets are met.</li><li>3 To communicate plans and progress to relevant agencies, ensuring that issues are considered by organisations and groups.</li><li>4 To ensure commitment to partnership working by constituent organisations.</li><li>5 To ensure that monitoring and evaluation procedures are in place to meet Dacorum Partnership requirements.</li><li>6 To identify and communicate sources of appropriate funding to support achievement of (LAA) block targets (? Or is this HCOP district block targets in fact).</li><li>7 To contribute to Dacorum Sustainable Community Plan.</li><li>8 To support overarching aim of providing a healthy and caring environment where people can live an independent, safe and fulfilling life.</li><li>9 To support overarching aim of enabling Older People to live in health, happiness and dignity and to be active citizens.</li></ol> |

- (6) Membership**                      **Names and Organisations of members**  
 Adult Care Services, HCC  
 Age Concern Dacorum  
 Sportspace  
 Community Strategy, HCC  
 Intermediate Care, PCT  
 Long term Conditions, PCT  
 Sheltered Housing, DBC  
 Active Communities, DBC  
 Herts Health Action for the Homeless  
 Public Health, PCT  
 Practice Based Commissioning representative
- (7) Chair of Group**                      To be rotated on annual or otherwise agreed basis. To draw up draft agenda. Provide 6-monthly verbal or written report to Dacorum Partnership and provide short news items for Dacorum Partnership website. Liaise with Secretary re communications (see below).
- (8) Secretary**                              To be rotated on an agreed basis. All communications (including agenda/minutes/reports/news) to be sent to members electronically unless otherwise requested, ensuring all papers are posted on Dacorum Partnership website (liaison with Chair).
- (9) Quorum**                                One member or deputy from Local Authority  
 One member or deputy from Health  
 One member or deputy from Non-statutory Organisation
- (10) Delegated limits**                      Responsible for the effective use of any dedicated project funding provided by Dacorum Partnership or Herts LAA.
- (11) Decision Making**                      Decisions made by the group will be recorded in minutes of the meeting.
- (12) Papers**                                Agenda items should be submitted two weeks prior to meetings. Agenda and supporting papers will be circulated by email one week prior to meetings and posted on Dacorum Partnership website.
- (13) Minutes of Meetings**                      Minutes will be agreed by the chair and circulated within two weeks of meetings. They will be re-circulated with the agenda one week prior to the next meeting. They will be ratified at the beginning of each meeting.
- (14) Reports from and to**                      Constituent organisations, Dacorum LSP Board
- (15) Confidentiality**                      To be held in public unless confidential matters need to be discussed.

- (16) **Amendments to Terms of Reference** Only with the approval of constituent organisations.
- (17) **Life Span of Group** As agreed by the constituent organisations.
- (18) **Terms of reference** **Agreed 16<sup>th</sup> October, 2007**
- (19) **Review Date** Annually