

## Hamilton Age Friendly Steering Group

### Terms of Reference

#### Purpose

As Steering Group Members “members” of the **[Hamilton Age Friendly Steering Group]** you have an important role in helping to build a more age friendly and accessible city. This Terms of Reference represents a commitment from the steering group members to work collaboratively and maintain a conducive working relationship.

The role of Steering Group Members includes:

- Providing feedback and advice on Older Persons issues and Age Friendly practices.
- Monitoring the implementation of the Hamilton Age Friendly Plan 2025 -2030.
- Ensuring issues affecting older people are effectively prioritised.
- Build effective relationships and networks with the Older Persons Sector.
- Providing support and advice to the Older Persons Advisor on Older Persons issues.
- Identify future opportunities to expand and enhance Age Friendly services, facilities and activities.

#### Membership Eligibility and Selection Criteria

Members should have:

- Involvement in the Older Persons sector as a community leader, advocate or professional.
- An awareness of Age Friendly Practices.
- Have knowledge and experience of working with and advocating on older persons issues.
- Can consult effectively and have strong personal networks in the older person’s sector.
- Can understand and represent interests broader than those of a specific group, organisation, or demographic.
- Have proven ability to work cooperatively and positively in a group environment.

#### Members Appointment

- The Steering Group will consist of up to ten appointed members from the Older Persons Sector.
- Appointment to the Steering Group will occur through an Expression of Interest Process.
- Applicants will be interviewed and appointment by a panel, including one Community Advocate, Community Development & Grants Manager, Council Older Persons Advisor.
- A Chairperson will be appointed by the Appointment Panel and will be responsible for chairing and setting the meeting agenda with the Councils Older Persons Advisor.

A member may receive notification in writing terminating their membership where they:

- Fail to attend any three meetings per year without valid reason.
- Underperform in their duties by failing to adequately prepare for meetings or meet deadlines without valid reason
- Breaches the Terms of Reference set out in this document
- Brings Council into disrepute or their membership entails a significant conflict of interest that has not been disclosed.

The Chair and Older Persons Advisor must first raise the issues directly with the member and try and resolve by mutual agreement. If under performance continues the Chair and Advisor can recommend to the Community Development and Grants Manager that the member be removed.

### **Tenure of Membership**

The appointment is for three years, with the right of renewal for one further term commencing from <Month of Appointment> 2025 to <Month> 2028.

Members will inform in writing their intention to terminate the tenure of their membership early.

### **Meeting Attendance**

Approval is required from the Chair and Older Persons Advisor to attend a meeting online where a members' personal circumstances require them to do so.

### **Confidentiality**

If members receive information that is confidential, they must ensure it remains confidential. Confidential information is normally deemed to be such because its public release will cause some harm, either to the Council or to other parties.

### **Conflict of Interest.**

The member's role is to represent the views of their community not their own personal interests. It is important that members declare any actual or potential conflicts of interests. These include both financial and non-financial conflicts of interests.

It is the members' responsibility to declare these conflicts of interest and complete a signed conflicts of interest register.

### **Meeting Protocols**

The Steering group may invite presentations from external organisations and individuals in scheduled meetings if topics are relevant to the group and their activities. The Chair approves such external presentation in consultation with the Older Persons Advisor.

### **Quorum**

The quorum required for resolution at meetings will be half the members, inclusive of the Elected Member and Older Persons Advisor.

### **Media**

The Steering Group may issue media releases through Council's Communication Unit on Council matters or issues of importance to the Older Persons Sector. The chair is the first point of contact for the official view of the panels on any issue.

No other member may comment on behalf of the Steering Group without having first obtained the approval of the chair.

### **Response to media enquiries**

In the event that a member receives a request for steering group comment directly from a journalist or media outlet, the member is required to forward the request immediately to the HCC Older Persons Advisor as well as the Chair.

Where a journalist or media outlet seeks an individual Member's views, the Member will:

- make clear that the views presented represent the personal views of the individual member
- ensure that information presented is consistent with information provided to the panel
- always maintain the integrity of the Steering Group and Hamilton City Council.

### **Personal views**

Members are free to express a personal view in public or in the media, at any time. When doing so, they should observe the following:

- comments must make clear that they represent a personal view and must not state or imply that they represent the views of the Steering group or Council.
- where a member is making a statement that is contrary to the steering group, the member must not state or imply that his or her statements represent a majority view.
- comments to the media must observe the other expectations of general conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

### **Older Persons Advisor**

Council's Older Persons Advisor will:

- Set meeting timetable with the Chair at the beginning of the year so that Staff Members are well informed of timeframes for presenting any matters to the group.
- Scope and identify topical issues to raise at the meeting.
- Identify work programme for achieving actions in the Age Friendly Plan.
- Provide advice and support on Council matters to the Chair and Steering Group to undertake their activities.
- Arranges recruitment and induction of members.

### **Employees of Hamilton City Council**

Members will:

- Not do anything which compromises or could be seen as compromising the impartiality of an employee.
- Avoid publicly criticising any employee in any way.
- Raise concerns about an employee only through the employee's employer.

**Working Relationship:**

It is important members treat others with respect, including other members, employee contractors and Elected Members. It is expected that members will treat them in a courteous, fair and equal manner.

**Complaints**

A complaint about a member's conduct will be made to the chair of the panels in the first instance, who will counsel the member concerned. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Older Persons Advisor.

**Review**

The Terms of Reference will be reviewed as required. The steering group will be involved in the review. All changes to the Terms of Reference will be approved by Hamilton City Council.

**Declaration**

If you agree to these Terms of Reference, please sign the section below as

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ ***Steering Group***

***Member***

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***HCC Older Persons Advisor***