

Purpose	<ul style="list-style-type: none"> • 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 Westminster. • 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	<ul style="list-style-type: none"> • Members are representatives of voluntary organisations and community groups consisting of or providing services for older people (aged 50 plus). • Members are asked to send apologies if they are unable to attend a meeting.
Frequency of Meetings	The Network will meet at least four times a year, generally for about two hours.
Chair	<p>The Chairperson will be elected by the group for a period of two years</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> • Guiding the meeting according to the agenda and time available. • Ensuring agenda items end with a decision, action or possible outcome where appropriate. • Review and approve the agenda and draft minutes before distribution.
Meeting Admin.	<ul style="list-style-type: none"> • Meeting agenda and previous meeting minutes will be circulated at least a week in advance. Emma Plouviez from One Westminster will do this and any other administration of the Network. • Network members will approve the minutes of the previous meeting at the start of each meeting.
Monitoring and review	<p>The Network's Terms of Reference will be reviewed annually.</p> <p>The Network will undertake an annual review of its performance, via self-assessment/survey by its members.</p>
<p>These Terms of Reference for Older People Network (OPN) to be circulated for responses by Sept 21st and agreed at the meeting on that date.</p>	