

# **[insert name] Older People's Housing Action Group**

## **Terms of Reference (ToR)**

*This Terms of Reference document (ToR) describes the purpose, scope and authority of the [insert name] Older People's Housing Action Group [OPHAG].*

*This ToR includes clear and specific information about what the OPHAG is trying to achieve, membership (how people can become involved etc.), how it is organised, and practical arrangements for OPHAG meetings/ decision making.*

### **1. Purpose of [Name] Older People's Housing Action Group (OPHAG)**

The purpose of (---insert OPHAG name---) is to improve local housing conditions and housing related services for older people in [name place].

### **2. Core Values**

- 2.1. [Name] OPHAG believes everyone should have access to a decent home, whatever their age, including in later life
- 2.2. We believe that homes, neighbourhoods and housing related services should be planned and designed to enable choice, control, inclusion, health and independence in later life.
- 2.3. We believe that older people should be actively involved in the decision making that shapes housing and housing related policy and practice which impacts on their lives.

### **3. Membership of [name] OPHAG**

- 3.1. [Name] OPHAG is a network of older people (---specify any age group limits i.e 60+? 50+?) who live in [name of place] and are committed to achieving the group's Purpose (1).
- 3.2. The OPHAG membership is drawn from (---insert name of local OPAG/Forum if applicable---) and aims to be a representative voice for older people in the local area.
- 3.3. [OPTIONAL] Membership is also open to representatives of organisations which work with or which have an interest in older people and issues that impact their lives, and which are also committed to achieving the group's Purpose.
- 3.4. Any member who ceases to support the purpose, aims and objectives of the OPHAG, or who brings the group into disrepute, shall cease to be a member.

### **4. Aims and Objectives of [name] OPHAG**

4.1. Living safely, well and independently in a home of their own choice is the simple aspiration of most older people, and our aim is to take action that can help to achieve this.

4.2. [name] OPHAG believes that local action is needed to:

- 4.2.1. Improve existing homes to make them healthy, safe, secure places to age

- 4.2.2. Create universal access to impartial later life housing information, advice and advocacy
- 4.2.3. Ensure that all new homes are designed and built to be healthy, accessible and green so that they meet the housing needs of all ages, including older people
- 4.2.4. Design and deliver housing related services which support safe, independent living at home.

## 5. Meetings and decision making

- 5.1. All members of the OPHAG shall be invited to general meetings of the group at which plans for action to achieve the group's purpose, aims and objectives shall be discussed and agreed.
- 5.2. The OPHAG shall appoint a Chair, Vice-Chair and Secretary (the Executive) *[OPTIONAL-subject to the agreement of the 'parent' OPAG/Forum]*.
- 5.3. Decisions shall be made by a simple majority vote, with the Chair casting the deciding vote should there be an equal division on an issue.
- 5.4. The Executive has the power to suspend a member who ceases to support the purpose, aims and objectives of the OPHAG, or who brings the group into disrepute (3.4). Any appeal against such a decision may be considered at a meeting of members and decided by majority vote.
- 5.5. General meetings of the OPHAG shall be organised as and when required by the Executive, but with at least two meetings taking place each year. These may be virtual or 'real world' meetings. At least 2 weeks' notice shall be given to all members unless there is a matter which the Executive considers to be of great urgency.
- 5.6. Special subject and single issue sub-groups may be set up from time to time, with the agreement of the executive. Proposals for significant action or statements of OPHAG policy on such issues shall be considered and agreed by the wider membership, or in cases of urgency (e.g. consultation deadlines) may be agreed by the Executive.
- 5.7. A note of key decisions made at all meetings shall be kept by the Secretary as a record of OPHAG policies.
- 5.8. The maintenance of a record of OPHAG membership shall be the responsibility of the Secretary (who may delegate the day to day management of a database to another member or supporting organisation). Any such database must comply with General Data Protection Regulation (GDPR).

## 6. Amendment, Modification or Variation of the Terms of Reference

- 6.1. This Terms of Reference is effective from (*---insert start date---*)
- 6.2. This ToR may be amended, varied or modified in writing after consultation and agreement by the members and *[OPTIONAL- further to agreement with the [name] OPAG/ Forum]*.