

Age Alliance Wales

Terms of Reference



1 Aims

- a) To represent the concerns, and further the interests of older people in Wales to policy makers, strategic planners, and funders.
- b) To maximise the ability of each member organisation to fulfil their role of promoting the well being of older people.
- c) To work with, and for older people through the co-operative use of the knowledge and expertise contained within the membership of Age Alliance Wales ('AAW' / 'the Alliance').

2 Objectives

- a) To influence policy development, decision-making and service delivery to meet the needs of older people in Wales.
- b) To create opportunities for networking, information sharing, and joint learning amongst members.
- c) To monitor trends and legislative measures affecting older people in Wales.
- d) To respond, comment, and make representation on strategies, policies, and consultation documents that impact on older people in Wales.
- e) To identify and seek to address emerging issues affecting older people in Wales.
- f) To produce relevant information for the Welsh Assembly Government (WAG), members of AAW, and other interested parties.
- g) To seek opportunities to work in partnership in order to campaign proactively on behalf of older people.

3 Criteria of Membership

- a) Must be a national voluntary organisation working exclusively or primarily with and for older people, committed to working with others to develop the legislative, policy and resource frameworks that will improve the lives of older people in Wales.
- b) If a Wales organisation, it must have a national area of benefit, a Chief Executive (or equivalent post) and provide evidence of work at a strategic national level in Wales.

- c) If a UK organisation, it must have a Director level (or equivalent post) based in Wales, with strategic responsibility for Wales and provide evidence of work at a strategic national level in Wales.
- d) Must demonstrate a commitment to the aims of AAW.
- e) Membership applications will be considered by the full membership of AAW. The decision of the members is final.

4 Benefits of membership

- a) Being an integral member of an alliance which recognises the value of organisations working together for a common purpose.
- b) Ability to influence decision-making through the collective power of the Alliance.
- c) Information sharing, networking, and joint learning amongst members.
- d) The opportunity to attract support for your organisation's key campaigns and messages from within other Alliance member organisations, and to build strong partnerships.
- e) The capacity to draw on the resources and skills contained within other member organisations for advice and information provision to assist in working with and for older people.
- f) The ability to draw on the extra resource capacity of the AAW Manager and Assistant, who are able to assist individual member organisations in achieving the aims and objectives of the Alliance.
- g) Access to training and information provision for specific issues affecting older people.

5 Conditions of Membership

- a) Support the aims and objectives of AAW.
- b) Attend and contribute to the biannual Chief Executive Officer (CEO) summit meetings. Must be attended by the CEO/Director for their organisation or a senior member of staff with decision making responsibilities who can represent the strategic direction of their organisation in Wales. If unable to attend, submit written views on agenda items when appropriate.
- c) Support campaign issues as an AAW member.
- d) Provide expert briefings for the Alliance on related subject matter(s) when requested.
- e) Cascade information given by AAW to other member organisations, staff members, and/or older people.
- f) Agree representation to relevant partnerships, working groups etc.
- g) Share knowledge and expertise, and agree to be a reference source on topical issues for other members, without breaching organisational confidentiality.

- h) Agree to undertake joint activities in pursuit of the aims of AAW.

6 Standing Orders (SO)

- a) AAW is an alliance of like-minded organisations and shall be seen to supplement rather than replicate the work of any of its members.
- b) The AAW Manager and Assistant shall provide a secretariat to the Alliance as required.
- c) Biennial elections will be held for the positions of Chair and Vice Chair from the representatives of the member organisations of the Alliance at the appropriate CEO summit. The term of office shall be from April to March of the relevant years. Only those member organisations of AAW are entitled to vote, and only 1 vote per organisation. The Alliance shall not be deemed to be a properly constituted body until at least the position of Chair has been determined. (see Annex for further details).
- d) A Steering Group shall be established to consider the work of the Alliance in general, and plan meetings as and when required. The Steering group shall be constituted of representatives of 5 of the member organisations, 2 of which shall be represented by the elected Chair and Vice Chair (see SO6)c). Steering group meetings shall be at least quarterly and prior to the biannual CEO summit meetings. A properly constituted Steering Group meeting shall require the presence of 3 of these organisations, 1 of which must be that represented by the Chair or Vice Chair.
- e) At the biannual CEO meetings, or where considered necessary and appropriate by agreement of the Steering group, the Alliance can establish task and finish groups to deliver a specific project. Groups shall be chaired by a director/senior officer with strategic responsibility, with the chair being appointed and agreed by the Alliance or Steering Group or, where appropriate by the Task and Finish Group members. The terms of reference and constitution of any sub-group shall be determined by the Alliance.
- f) The biannual CEO meetings of the Alliance shall require representatives of a minimum of 5 member organisations, 1 of which must be that represented by the Chair or Vice Chair.
- g) Requests for AAW representation on working groups, committees etc., or at conferences, events etc., shall be put to, and determined at, the first available meeting of the Alliance, and representation agreed as necessary (see 7 - Conflict of Interest protocol). Where this is not possible, all AAW members will be invited to comment and/or nominate by post or email, and the Chair or Vice Chair shall sanction any such representation, and such action taken shall be presented to the next AAW meeting for information. Alternatively, the Chair and/or Vice Chair, together with the AAW Manager, and in consultation with the 'appropriate person', can agree and sanction representation of AAW on an 'ad hoc' basis. Members shall be notified of any representation ahead of the event.
- h) Members representing AAW will be expected to consult with other members; represent the views of AAW rather than of their own organisation; and provide feedback to AAW meetings.

- i) A meeting of the Alliance shall give prior approval and agreement to any letters, statements, and documents produced on behalf of AAW. Where this is not possible, or in special circumstances (as determined by the Chair and/or Vice Chair, and the AAW Manager), the Chair and/or Vice Chair in consultation with the AAW Manager may give such approval, provided the documents are circulated to members (if practicable) and/or reported to the next meeting.
- j) Discussions concerning individuals, and/or individual organisations, will be strictly confidential. The Chair and/or Vice Chair shall determine confidentiality in consultation with the Steering group and the individual(s).

7 Conflict of Interest Protocol

- a) It is the responsibility of AAW members to be aware of potential conflicts of interest and bring them to the attention of the Chair and/or Vice Chair, and AAW Manager, for presentation to the next available AAW meeting for resolution. If required, the matter may be raised through one of two nominated members who will act as advocates. If the matter is sensitive or confidential, a special sub-group can be set up to consider it within a set timescale.
- b) The possibility of conflict of interest within the activities of the AAW may fall into 3 broad areas:
 - 1) Influence and profile
 - 2) Funding
 - 3) Staffing
 - 1) Influence and Profile
 - a) AAW is offered representation on a number of networks, forums and other bodies, and needs to have a presence at particular meetings. A representative of the most appropriate member organisation will be selected as the AAW representative for each occasion in accordance with SO6(g), and will be expected principally to represent the views of AAW whilst recognising that they inevitably bring their own expertise, and that of their organisation, into any discussion. Where the AAW Manager is the most appropriate person, they will represent AAW only.
 - b) AAW achievements are often gained and highlighted through the work of individual member organisations, and acknowledgement of such shall be accredited to both the member organisation(s) and AAW.
 - 2) Funding
 - a) Any process for the allocation of funding must be fair, clear and accountable to the members of AAW.
 - 3) Staffing
 - a) AAW staff are employed by a host organisation which is likely to be a member of AAW.

- c) At least two members of AAW should meet with the hosting organisation at least annually to discuss and resolve issues that may arise from the hosting arrangements.
- d) Staff job descriptions must be approved by AAW and an annual Workplan agreed.
- e) AAW staff are employed by the hosting organisation and will be managed in accordance with their employment procedures in order to achieve the agreed Workplan.
- f) If the Chair or Vice chair of the AAW are staff of the hosting organisation they should not line manage AAW staff.

Annex

Further details

Standing Orders 6) c) – Election of Chair and Vice Chair

- 1) The Chair and Vice Chair shall not represent the same organisation.
- 2) The Alliance shall not be deemed to be a properly constituted body until at least the position of Chair has been determined.
- 3) The AAW Manager shall issue nomination forms in late January for return by a pre determined date in February, which shall be no later than the date of the final Steering group meeting for the year. If the outcome is definitive, the result shall be put on the agenda for the last meeting of the year.
- 4) If no nominations are received for either position, but in particular the Chair, the member organisations may decide in accordance with SO6)c), and with the prior approval of the Steering group, that the existing Chair can continue for 1 year only. If the existing Chair is not prepared to stand for re-election, the Steering group can offer the position to the existing Vice Chair. If the Vice Chair declines or does not wish to stand for re-election, the member organisations in accordance with SO6)c) **must** elect someone at the last CEO summit meeting, either by secret ballot or open discussion, as will be agreed prior to the meeting.
- 5) If there is an occasion when the number of votes for either position is the same, members will be notified of this prior to the last meeting, at which a final secret ballot shall be held.