

TERMS OF REFERENCE

KAUPAPA ĀRAHI

(Kāpiti Older Persons' Advisory Group)

1. KUPU WHAKATAKI | INTRODUCTION

This Terms of Reference sets out the role, responsibilities and requirements of the Kāpiti Older Persons' Advisory Group (Older Persons' Advisory Group).

2. ARONGA | PURPOSE

The role of Older Persons' Advisory Group is to advise Council on the needs, thoughts and ideas of people aged 65+ living in Kāpiti.

3. WHĀINGA | OBJECTIVES

The objectives of the Older Persons' Advisory Group are to:

- provide advice, input and feedback on Council policies, initiatives and projects
- identify emerging trends, opportunities and challenges for older people within our community
- progress actions in partnership with the Council which support the needs of their communities
- advocate for activities which are age friendly and work with Council to strive for an Age Friendly Kāpiti
- provide an inclusive and diverse representation of our older community.

4. TE UTANGA A TE KAUNIHERA | COUNCIL'S COMMITMENT

To ensure all engagement with the Older Persons' Advisory Group is effective, Council will:

- provide genuine engagement and voice opportunities
- provide training, staff and support to ensure effective inclusion and accessible process
- build whakawhanaungatanga (connection and relationship)
- support engagement at the earliest possible stages of a project or decision and ensure that engagement continues throughout any ongoing project
- provide information well in advance and in accessible ways
- celebrate the achievements of the Older Persons' Advisory Group
- recognise the Advisory Group as volunteer community members
- ensure feedback so the Older Persons' Advisory Group understands what occurred with their input.

5. HŌTAKA MAHI | WORK PROGRAMME

The Older Persons' Advisory Group will develop an annual work programme with the Council Advisor. Activities in this work programme will be aligned with the Council's strategic directions and the outcomes of the Long-Term Plan.

6. MEMATANGA | MEMBERSHIP

Members of the Older Persons' Advisory Group will:

- be aged 65+
- reflect the diverse communities of Kāpiti
- live in the Kāpiti District.

We aim for a diverse representative of gender, ethnicity, age and skills. The Older Persons' Advisory Group will aim to have at least two members who are of Māori descent.

The group size is flexible, but we aim for 12-14 members, including a Chair and Deputy Chair.

Advisory Group members may bring their support worker to assist them to fully participate in meetings. The support workers are not members of the Advisory Group and therefore should refrain from expressing their personal views during meetings.

Te Whai Tūranga me Te Whiriwhiri | Appointment and Selection

Members are appointed by a panel made up of the Chair of the Older Persons Advisory Group, an elected member and Council Advisor following an application process.

Members are selected based on their:

- lived experience with relevant diverse communities
- connection to communities
- understanding of the range of diverse communities in Kāpiti
- ability to work in a team.

There may be times when the Chair and Council Advisor decide to co-opt another member to the Advisory Group to meet a specific need or identified gap.

Te Kaupeka Mematanga | **Membership Term**

Appointments are made for a two-year term. Members can re-apply for additional two-year terms. Members of the Older Persons' Advisory Group may request a leave of absence on an as-needed basis.

Ngā Kawenga me Ngā Haepapa | **Roles and Responsibilities**

Members of the Older Persons' Advisory Group come from and remain connected to their communities. As a member of an Advisory Group, they have a responsibility to be representative. This means members need to engage with the communities they represent and others as part of their role in the Advisory Group. Roles are set out in Appendix 1 of these Terms of Reference.

Ngā Rōpū Whakatakanga | **Project Groups**

At times the Older Persons' Advisory Group may wish to establish formal or informal project groups to progress their work. Project groups can be formed to discuss matters related to the Advisory Group or related projects and will be reported back to the Advisory Group as needed.

Ngā Kōwhiringa o Waho | **External Opportunities**

At times the Older Persons' Advisory Group may be asked to contribute to one off events, be a part of external advisory groups or opportunities.

All requests related to the role of the Older Persons' Advisory Group will be shared with the full Advisory Group, so all members get the chance to participate. If any member is approached to input on a project or engagement, they will discuss it with the Chair and the opportunity will be brought to the Advisory Group at the earliest convenience. Likewise, the Chair will bring all requests they receive to the Advisory Group to ensure equal opportunity to participate or contribute.

Individual members will not provide advice on behalf of the Advisory Group without being approved prior by the Chair and Council Advisor.

Tikanga Whanonga | **Code of Conduct**

All members must comply with the Code of Conduct for Members of Advisory Groups, Panels and Boards.

Te Wehe i Te Rōpū Tohutohu | **Leaving the Advisory Group**

Members can resign from the Older Persons' Advisory Group at any time by letting the Chair and/or Council Advisor know and confirming this in writing.

Should the Chair resign, this will trigger a vote for a new Chair. It is expected that if a member moves outside of the district, they will resign. If an Older Persons' Advisory Group member resigns, a replacement may be sought at the time.

Te Haukotinga o te Mematanga | **Termination of Membership**

The following may result in a member's removal from the Group:

- missing more than three meetings without apology
- a breach of the Code of Conduct
- behaving in a way which is detrimental to the effective operation of the Advisory Group.

7. NGĀ TIKANGA HUI | **MEETING PROCEDURES**

Te Taenga ki Ngā Hui | **Meeting Attendance**

Group meetings can be attended by the appointed elected member, Council staff, and, if required, support people of individual Advisory Group members.

Visitors, organisations and members of the public may attend and speak at meetings at the discretion of the Chair and the Council advisor. All visitors must be approved by the Chair and the Council Advisor prior to the commencement of the meeting.

Meetings can have an allocated section for members to discuss items without elected members present.

Te Auau o Ngā Hui | **Frequency of Meetings**

Meetings will generally be held monthly.

Kōrama | **Quorum**

A minimum of six members and a Council Advisor must be present for a meeting to proceed.

Te Rāangi Take me Ngā Āmiki | **Agenda and Minutes**

The agenda for each meeting will be distributed prior to the meeting. Minutes will be recorded and circulated following the meeting. The Chair will work with the Council Advisor to plan the agenda items for the meetings with other members contributing as appropriate.

Te Pūnaha Whakatau Take | **Decision-Making Process**

Decisions will be made by consensus wherever possible. If consensus cannot be reached, decisions will be made by a simple majority vote of members present. Members may seek advice from the Council Advisor to assist with their decision making.

8. AROTAKE | EVALUATION

The Council undertakes the following to evaluate and continually monitor and strengthen the Advisory Group in consultation with the Chair:

- annual evaluation undertaken by individual members
- providing a comfortable environment for members to give verbal or written feedback to Council staff
- providing opportunities for the Advisory Group to reflect and evaluate in a full meeting on an annual basis.

9. WHAKANGUNGU ME TE WHAKAURU | TRAINING AND INDUCTION

The Council is committed to ensuring accessibility and equity in participation in the Older Persons Advisory Group. The Council will provide members with:

- an induction process explaining the role and operation of local government, the Council's functions and processes, and the role of the Advisory Group
- training and/or resources necessary to fulfil their roles and duties as an Advisory Group member.

Support requirements will be considered on an individual basis.

10. PŪRONGORONGO | REPORTING

An update on the Older Persons' Advisory Group will be provided to a Council committee every 6 months with the opportunity to give additional updates as needed.

11. AROTAKE KAUPAPA ĀRAHI | REVIEW OF THE TERMS OF REFERENCE

These Terms of Reference will be reviewed every 3 years. Significant changes to the Terms of Reference will be submitted for approval by the Council.

APPENDIX ONE: NGĀ KAWENGA ME NGĀ HAEPAPA | ROLES AND RESPONSIBILITIES

Role of Older Persons' Advisory Group members

The role of members is to provide advice to Council that is informed by the communities they represent. To fulfil this role, members will:

- act with the Advisory Group's best collective when engaging with members of the communities they represent
- seek opportunities to better understand and raise wider issues specifically affecting their community, which can be communicated back to the Advisory Group
- seek feedback and ideas from their wider community, as appropriate
- raise awareness of the Older Persons' Advisory Group in their wider community.

Responsibilities of the Chair and Deputy Chair

The Chair will:

- facilitate Advisory Group meetings
- encourage open communication and provide opportunities for all Advisory Group members to speak
- work with the Council Advisor to set meeting agendas
- work with members and the Council Advisor to develop key priorities for the Advisory Group
- be the spokesperson and key contact for the Advisory Group.

The role of the Deputy Chair is to support the Chair in their role. The Deputy Chair can act in place of the Chair if the Chair is unavailable or has a conflict of interest.

Responsibilities of Council Staff (Council Advisors and Coordinators)

Coordination tasks include:

- setting up of formal meetings
- sending formal meeting invitations and minutes
- preparing formal agendas and item presentations
- working with the Advisory Group to ensure accessibility needs are met for the formal meeting.

Advisor role includes:

- attending formal meetings
- ensuring engagement is best practice
- acting as a conduit with relevant parts of Council
- supporting the Advisory Group with their work programme.
- highlighting potential issues and risks
- providing guidance and advice to the Chair and the Advisory Group
- ensuring reporting to appropriate Council committees.

Responsibilities of the Appointed Elected Member

Each Advisory Group has one elected member who is appointed at the beginning of each Council triennium (the three-year term of a Council). The role of the appointed elected member is to:

- act as a conduit with elected members of Council for the Advisory Group
- inform the Advisory Group of Council work, opportunities, and matters of interest relevant to the group
- raise awareness about the Advisory Group with elected members and keep elected members up to date with the key topics, issues and matters of interest being discussed by the Advisory Group

- advocate for the Advisory Group to be considered and consulted as appropriate when Council meetings, workshops and other processes are being held
- act in a neutral manner that does not advance their personal interests and initiatives and genuinely reflect the Advisory Group's interests and intent.