

Memorandum of Understanding

Between the Vale 50+ Strategy Forum

and

The Vale of Glamorgan Council

Dated:

VALE 50+
STRATEGY FORUM



A Memorandum of Understanding between the Vale 50+ Strategy Forum and the Vale of Glamorgan Council

Aims

This Memorandum of Understanding (MOU) builds on the current partnership between the Vale 50+ Strategy Forum and the Vale of Glamorgan Council.

This Memorandum of Understanding describes the general principles in respect of the agreement between the parties, but it is not contractually binding.

The MOU is intended to recognise the enormous contribution made by the Forum and the productive relationship that exists between the Forum and the Council in delivering the Council's vision for strong communities with a bright future. The MOU sets out clear definitions of the responsibilities and expectations of the Council and the Forum in working together.

The MOU provides a framework for ongoing collaboration and is an agreement built on the principles of integrity, trust and mutual respect.

This MOU has been developed as a collaborative exercise between the Forum and the Council and reflects the priorities for both organisations in ensuring there is a strong and active 50+ Forum in the Vale that provides a voice for the over fifties locally and nationally.

Signed.....
For The Vale of Glamorgan Council

Signed
For the Vale 50+ Strategy Forum

1. Purpose

- **To provide a clear framework within which the Forum and Council can work together in ways which are beneficial to both organisations and which support and promote the needs and well-being of the over fifties.**
- **To set out how the two organisations will work together and support each other and build on the strong relationship which exists between the organisations since the Forum was first established.**

The MOU sets out how the relationship between the Council and the Forum has developed, our shared values, and sets out the roles and responsibilities and how we support each other's aims.

The MOU covers six specific areas:

- What we do
- Conduct
- Promoting the Forum
- Regional and Partnership Working
- Health and Safety
- Data Protection

2. The History of the Forum

The Vale 50+ Strategy Forum (formerly the Vale Older Peoples Strategy Forum) was established in 2004 and since then has grown in its remit, profile and influence. The establishment and running of the Forum was initially funded by Welsh Government to provide a local voice for the needs of the fifty plus, with similar forums being established across Wales. The role of the forums has been to support and steer the Strategy for Older People Wales (2003 – 2013) and later Phase 3 of the strategy (2013 – 2023) and to support the delivery of the Older Peoples Commissioner's Ageing Well Programme. The Forums also have a role

in ensuring that the needs of the fifty plus are considered across a range of services and that older people are not overlooked. Forums are also expected to combat ageism, discrimination and stereotyping.

Funding from Welsh Government to support the work of the forums was made available to local authorities up to 2011 in the form of a grant. Since 2011 the funds have formed part of the Revenue Support Grant (RSG) allocated to local authorities. The Vale of Glamorgan Council had continued to allocate funding to support the Forum and the Older Peoples Strategy.

When the Forum was established, a constitution was developed and agreed and has been subsequently revised to reflect changes in how the Forum works. To date, the relationship between the Forum and the Council has not been detailed in any document. This is the first MOU between the Council and the Forum and is intended to clarify the relationship between the two organisations and to capture how we work together.

The professionalism of the Forum is respected by the Council and other partners and their views are sought on a range of topics from public transport to health services. The Forum has a good reputation locally and nationally for engaging with the local community and for participating in consultations about policy development and service improvements.

The Forum has a constitution and an Executive Board as well as a range of Task Groups which support the work of the Forum. The Forum is a member of Glamorgan Voluntary Services (GVS) and benefits from the advice and support that GVS offer. The Forum has a strong association with the Council and both organisations value the relationship and recognise the mutual benefits of working together.

3. Guiding Principles and Shared Values

The Council and the Forum have agreed a number of shared values and guiding principles that reflect the relationship between the Council and the Forum:

- To offer equality of opportunity for all people living in the Vale of Glamorgan, regardless of race, colour, sex, sexual orientation, age, marital status, disability, health status, language preference, religion or family/domestic responsibilities.
- To support, value and recognise the contribution of volunteers.
- To encourage and enable people to get involved, participate in their local

communities and shape local services.

- To actively encourage partnership working between public, private and voluntary sectors to improve the quality of life for older people.
- To be open, honest, respectful and transparent in our work.
- To ensure the work of the Forum is non-political and focuses on the needs of the 50+ community across the Vale.
- To be inclusive in our work and ensure that meetings, events and information are accessible for all.

4. Supporting Each Other

Vale 50+ Strategy Forum

The Forum aims to provide an effective voice for the over 50's in the Vale of Glamorgan and to support this aim they have agreed a number of objectives.

- Ensure that the opinions and views of the over fifties have an effect on decision and policymaking in the Vale of Glamorgan and in Wales.
- Ensure that the over fifties who wish to be involved, are given an equal status and can take an active role in the decision making process on the local and national sectors.
- Establish a platform from which to challenge age discrimination.
- Support the development of policies to tackle poverty and social exclusion.
- Promote the overall wellbeing agenda including over fifties physical activities and active travel to improve citizens physical and mental health. Also Make Every Contact Count (MECC) initiatives, screening and vaccination programs to prevent life threatening conditions.
- Promote the development of integrated services to meet older people's needs.
- Respond to the overwhelming call during the consultation for phase 3 of the Older Peoples Strategy for Wales, for support of an improved public and community transport network.
- Support the five objectives of Older Peoples Commissioners Ageing Well Plan:
 - ❖ Age Friendly Communities
 - ❖ Dementia Supportive Communities
 - ❖ Falls Prevention

- ❖ Access to Employment Education and Training
- ❖ Reduce Social Isolation and Loneliness.

The Forum has an Executive Group with a Chairperson and Vice Chairperson and also a number of task groups. Executive members serve a four year term and the Chairperson and Vice Chairperson are elected annually. Decisions are ratified at the Annual General Meeting.

The Forum has a development plan which is regularly monitored and sets out the key areas of focus for the forum. This is reviewed regularly.

The Vale of Glamorgan Council

The Council has a pivotal role in shaping the future of its area. The Council's overall vision for its area is one of “strong communities with a bright future”. The Council’s Corporate Plan sets out a series of well-being outcomes and objectives which contribute to achieving the national well-being goals introduced by the Well-being of Future Generations Act. The Act seeks to ensure public bodies practice sustainable development which is the process of improving the economic, social, environmental and cultural well-being of Wales by taking action aimed at achieving the well-being goals.

To realise the Council’s vision it has in place the following well-being outcomes:

- An Inclusive and Safe Vale – Citizens of the Vale of Glamorgan have a good quality of life and feel part of the local community;
- An Environmentally Responsible and Prosperous Vale – The Vale of Glamorgan has a strong and sustainable economy and the local environment is safeguarded for present and future generations.
- An Aspirational and Culturally Vibrant Vale – All Vale of Glamorgan citizens have opportunities to achieve their full potential.
- An Active and Healthy Vale – Residents of the Vale of Glamorgan lead healthy lives and vulnerable people are protected and supported.

The Well-being of Future Generations Act puts in place the sustainable development principle which means that the body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. The Council takes into consideration five things in order to demonstrate that it has applied the sustainable development principle. Following these ways of working will help us

work together better, avoid repeating past mistakes and tackle some of the long-term challenges we are facing. The five ways of working are:

- **Long term:** The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs;
- **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives;
- **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies;
- **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives;
- **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

The Council is committed to working with partners to meet the needs of older people in the Vale. The Council will promote the needs of older people through the Public Services Board and the Regional Partnership Board ensuring that the needs and aspirations of the over fifties are considered. The Council will also work with Welsh Government and the Older Peoples Commissioner to ensure that the diverse needs of the over fifties are reflected in national policy and local action.

A joint commitment

In working together the Council and the Forum will consider how they are maximising their contribution to the national well-being goals and how the five ways of working are embedded in their activities. Both organisations will be mindful of each other's priorities and the contribution they can make to achieving these priorities.

The organisations recognise the benefits of a good working relationship and the need to work together to meet the needs and aspirations of older people. It is important that the Forum has an independent voice and that both organisations are mindful of doing anything to the detriment of each other's reputation. Both organisations will respect the need for the Forum to at times be challenging and questioning and to be a critical friend holding the Council and other organisations to account. Similarly, at times the Council may question a course of action which the Forum wishes to take to ensure that at all times the aims and objectives set out in this MOU are met.

Both organisations recognise the need to promote equality, to be respectful in their dealings with each other and with members of the public and other organisations and to recognise the importance of safeguarding and protecting vulnerable individuals.

Both organisations have a responsibility to ensure the safety and well-being of Forum members and those invited to participate in the work of the Forum.

5. Working Together

This MOU is between the Council and the Forum. It provides a framework for the good working relationship between the two organisations who have agreed the following commitments.

The Council will:	The Vale 50+ Strategy Forum will:
What we do	
Respect the views and work of the Forum and the need for the Forum to maintain an independent voice.	Recognise the support offered by the Council and the need to work closely with officers and councilors and at times to challenge them to ensure the needs of older people are met.
Engage with the Forum on policy and service developments which will have an impact on the over fifties and respond to their feedback.	Engage with the Council on matters relevant to the over fifties and enter into a constructive dialogue about potential policy and developments.
Allocate responsibility to a designated team within the Council to be the first point of contact for the Forum.	Inform the Council of any changes in positions within the Forum e.g. Chairperson, Executive members
Assist the Forum in making contact with relevant officers within the Council, councillors and other organisations.	Actively seek to engage with officers from the Council and other organisations to ensure an appropriate dialogue about matters that concern them.
Work with the Forum to ensure there are robust governance arrangements in place including a constitution, policies and procedures and that these are regularly reviewed.	Work with the Council to ensure that the Forum has robust policies and procedures in place, to identify any gaps and to participate in the regular review of governance arrangements for the Forum.

Appoint an Older Persons Champion who will engage with the Forum and promote the needs of the over fifties.	Engage with the Older Persons Champion.
Participate in the induction programme for new Executive members	Develop and deliver an induction programme for new Executive Members
Hold regular meetings (at a minimum quarterly) with the Executive Chairperson Executive Vice Chairperson and Task Group Chairperson's Executive Vice Chairperson's.	The Executive Chairperson Executive Vice Chairperson and Task Group Chairperson's Executive Vice Chairperson's. will attend regular meetings with the Council.
Review each year the support available to the Forum for the next financial year.	Engage with the Council regarding Forum priorities and support for the coming financial year.
Administer relevant paperwork with regards to ordering and paying invoices on behalf of the Forum. The Council will also work with the Forum with regards to meeting arrangements.	Ensure that any support provided by the Council is used appropriately and to further the work of the Forum and its agreed objectives.
Conduct	
The Council will support the Forum to ensure that the Forum has appropriate policies and procedures in place for: <ul style="list-style-type: none"> • Equal Opportunities and Diversity • Safeguarding • Code of Conduct • Complaints and disciplinary procedure 	The Forum will ensure that all members are aware of Forum policies with regards to: <ul style="list-style-type: none"> • Equal Opportunities and Diversity • Safeguarding • Code of Conduct • Complaints and disciplinary procedure
Officers of the Council will treat members of the Forum with respect and conduct themselves in a professional manner when dealing with the Forum.	Forum members will pay due regard to the above policies when representing the Forum and will treat officers of the Council and other organisations and members of the public with respect.
Ensure that it does not bring the Forum in to disrepute.	Ensure that through their work they do not bring the Forum or the Council in to disrepute.

Regional and Partnership Working	
Encourage and facilitate the Forum to develop links and undertake joint activities with other groups e.g. the Youth Forum or neighbouring 50+ forums.	Actively seek opportunities to work with other groups to improve local well-being and to meet the diverse needs of older people
Support the Forum to participate in regional and national activities.	Actively participate in national and regional opportunities and ensure older people have a voice and influence.
Engage with the Forum regarding the development of corporate and partnership priorities	Engage with the Council regarding the setting of priorities for the Forum
Promoting the Forum	
Promote the work of the Forum across the Council and to partners	Assist the Council and other partners in a range of activities e.g. consultation, service improvement, promotion of services and information. (As the Forum are all volunteers the levels of engagement will vary from time to time).
Promote the work of the Forum through a range of media channels and support the Forum to promote their own activities.	Actively promote their work and information and services provided by others that are of relevance to the over 50's.
Work with the Forum to reach the different communities across the Vale and ensure that the Forum is representative of local communities.	Work with the Council and other bodies to ensure that over fifties across the Vale are able to attend meetings and event and participate in the Forum.
Health and Safety	
Work with the Forum to ensure that health and safety considerations are followed and that relevant risk assessments are undertaken as necessary	Seek advice from the Council with regards to Health and Safety matters, attend relevant training and ensure that all procedures and advice are followed.
Provide training and information to the Executive and other members of the	The Executive and relevant Forum Members will attend Health and safety

Forum as appropriate with regards to health and safety.	training and ensure that when planning and holding events that relevant risk assessments are completed and health and safety guidance is followed.
Data Protection	
Maintain a membership database on behalf of the Forum and hold all relevant data with regards to Forum members in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.	Seek advice from the Council with regards to data protection matters, attend relevant training and ensure that all procedures and advice are followed.
Ensure that personal data is not shared without the consent of the individual.	Ensure that personal data e.g. telephone numbers and email addresses is not shared unless they have been given consent by the owner.
Ensure that those responsible for managing the records of the Forum have received appropriate GDPR and DPA training.	The Executive and relevant Forum Members will attend GDPR training.

6. Monitoring and Reviewing the Compact

This MOU will be reviewed every two years or sooner if there is an agreed need to do so.