

Older People's Council

Title:	Older People's Council
Date:	22 May 2012
Time:	10am
Venue	Room 126, King's House
Members:	Councillors: Hazelgrove (Chair) Brown Terry Carden Francis Tonks Eyles Colin Vincent Morley Wakeling Steer
Contact:	Mary van Beinum Overview & Scrutiny Support Officer 01273 – 29 - 1062



Older People's Council – Our Mission and Vision

We are elected to serve older people. We work to ensure that all older people in Brighton & Hove are treated with respect and dignity and have access to services, support and the opportunity to lead a fulfilling life. We are working to create a city where: the contribution of all older people is acknowledged and valued; the needs of older people are recognised and met ; and older people are involved in making decisions that affect their daily lives and the communities in which they live.

**Brighton & Hove's Older People's Council in association with
Age UK Brighton & Hove and Pensioner Action**



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Date of Publication 14 May 2012

BRIGHTON & HOVE CITY COUNCIL

OLDER PEOPLE'S COUNCIL

10.00am 17 APRIL 2012

ROOM 126, KING'S HOUSE

MINUTES

Present: Hazelgrove (Chair), Bojczuk (Secretary), Brown, Eyles, Morley, Steer, Terry, Tonks (Vice Chair) Vincent and Wakeling

Also in attendance: Councillor Ian Davey, Councillor Geoffrey Bowden

PART ONE

36. APOLOGIES AND DECLARATIONS OF INTEREST

36.1 The Chair Jack Hazelgrove welcomed everyone to the meeting, especially Councillor Ian Davey as Cabinet Member and Kat Pearce of Age UK B&H.

36.2 Colin Carden had given his apologies. He was standing down from OPC due to ill health. A collection and card was arranged and an election for Rottingdean and Woodingdean OPC constituency would be investigated. No candidates were known at present.

36.3 Transfer of Colin Carden's OPC responsibilities were agreed: OPC Treasurer - Peter Terry; OPC Observer at Age UK B&H and Pensioner Action monthly meetings - Harry Steer; OPC telephone answering rota - John Eyles.
With thanks to Peter Harry and John for volunteering.

36.4 Jack Hazelgrove put on record OPC's gratitude for Colin Carden's work for older people.

37. MINUTES OF THE LAST MEETING 20 MARCH 2012 AND MATTERS ARISING

37.1 Amendments to the minutes of the last meeting were:

Page 3 Colin Vincent said he was continuing to consult on the current draft Local Account.

Page 5 last two paragraphs to be deleted.

37.2 Matter arising:

Page 6 Penny Morley thanked officers for information on the changes to the Council budget relating to older people. The information had been circulated; paper copies were available.

38. TRANSPORT ISSUES AFFECTING OLDER PEOPLE

38.1 Councillor Ian Davey said he had been Cabinet Member for Transport and the Public Realm for 11 months; the new committee system structure and roles would be agreed at Council meetings on 26 April and 17 May.

38.2 Councillor Davey set out his vision for a City that looks better, feels better and work better, with less congestion, cleaner air and a better public realm. He wanted to see more people walking, cycling and using public transport, he said.

38.3 Transport was one of the biggest issues for the City. There were particular problems of congestion and air quality. Parts of Lewes Road especially were far from meeting EU air quality targets. Road Safety too was not as good as it should be and not improving as well as we would like. Improving the quality of the public realm was also an important aim.

38.4 Key issues were how to improve traffic flows, improve air quality, reduce the overall amount of traffic and make the best use of road space as possible. At present around 80% of the road space was being used by only 20% of people. The 'ideal' sustainable transport hierarchy gave the order of priority to pedestrians, cyclists and public transport, followed by car use.

38.5 Councillor Davey was generally pleased with progress so far. Around £8million new funding had been awarded to the Council for improvements including Lewes Road (currently for consultation), better buses and cycle lanes on Old Shoreham Road. He described recent work on roads and pavements; decluttering, pedestrian crossings, seating, planters; and outlined improved bus and cycling priorities, new bus shelters and real time bus information.

38.6 Concessionary bus fares for older people would continue though the eligibility age was expected to rise. Most of the Local Transport Plan capital budget was being protected and more funding than previously was being allocated to maintenance including pavements, road surfaces, street lights and seafront arches, all important infrastructure for the City.

38.7 Councillor Davey was looking to introduce 20mph speed limit areas into more residential parts of the city. He referred to other public realm projects that were long-term, including Station Gateway, New England Quarter and Valley Gardens.

38.8 Councillor Davey was especially pleased there would be consultation on improvements in Seven Dials, currently an accident black spot area, where communities could be brought together by improving the road system and reducing the need for railings.

38.9 Councillor Davey answered questions on supported buses, the level of bus fares, parking fees and charges and pedestrianisation:

- results of tendering process for supported bus routes would be known in June/July
- passengers were being encouraged to buy bus tickets at lower prices in advance and on-line. Local Authorities worked in cooperation with bus companies but could not stipulate routes nor charges.

- increased parking charges were effectively an extension of high tariff zones, to areas of high demand including the seafront. Parking fees were much lower outside the central areas of the City and the effects of changes were being monitored. The parking review was seeking views on Controlled Parking Zones and good ideas were being brought forward. Meanwhile areas of parking zones and re-consultation had been prioritised where there was strong resident support.

- the layout of shared road space in New Road was regarded as a good model for elsewhere; a ban on vehicles was unnecessary.

- Some OPC Members spoke strongly about disruption caused by roadworks. In reply, Councillor Davey said Local Authorities were obliged to allow access for utilities to carry out essential works. There had been difficulties in the Ditchling Road area but UK Power Networks had provided a Community Transport bus service. A possible move to a 'permit' system, being piloted elsewhere, was being investigated. Officers worked well to minimise disruption but road space and bus options were limited.

38.10 Answering questions on cycle lanes from Kat Pearce of Age UK B&H, Councillor Davey said the aim was to provide as high-quality cycle infrastructure as possible. Seville had developed an extensive integrated network of separated cycling facilities, catering for less able cyclists including children and older people, he said.

38.11 With regard to Park and Ride, various schemes had been looked at over the years but lack of suitable sites and competition with other priority uses, meant that these had not been possible. It was difficult to see how park and ride could be developed for Brighton & Hove, with the advent of the South Downs National Park.

38.12 Car Clubs were a method to help tackle congestion. Car Club membership in Brighton & Hove was the highest outside London and further work was in progress.

38.13 Other questions covered; monitoring the impact of cycle lanes and other changes, such as introduction of new traffic lights at Grand Avenue/New Church Road; drop-off points at major venues for older people.

38.14 Information on accidents to older people over 60 would be provided.

38.15 Jack Hazelgrove thanked Councillor Davey for speaking to the OPC and answering questions.

39. BUSES IN BRIGHTON & HOVE

39.1 Mike Best, Operations Director of Brighton & Hove Buses, gave a presentation. The national Go-Ahead Group plc owned Brighton & Hove Buses and had a policy of using local brand names, unlike Stagecoach, another national bus operator that arguably was a better known brand name across the UK. Mr Best outlined the company's operations, services and vehicles including luxury coaches, vintage buses and City Sightseeing tours.

39.2 All the routes had to 'stack up' commercially, so that investment could be made into vehicles and services. Other than concessionary fares and partial rebate of fuel duty, bus routes had to 'stand or fall' depending on income from fares alone.

39.3 Of the company's 35 or so routes, only five groups (including As,Bs, etc) – numbers 1,5,7,25 and 49 represented as much as half of the company's business. The number 29, providing a half-hourly service to Tunbridge Wells and number 12 service to Eastbourne every 10 minutes, were popular routes.

39.4 Bus passengers valued most, the frequency of bus services. Along the coast road towards Telscombe Cliffs both reliability and usage had increased hugely since the introduction of bus lanes. Previously arrival times could vary by as much as 25 minutes or more. But there had been a 57% increase in the number of morning peak bus journeys and now, research showed that some 36% of travellers along that route into Brighton use only 0.7% of the vehicles.

39.5 Bus lanes had been developed piecemeal in different areas of the City starting in 1991; and that enabled better traffic management and improved bus services. Bus lanes made a 'step change' to the reliability of buses, resulting in increased usage and creating a system that was now 'fantastic' he said.

39.6 New government funding to the City Council amounting to nearly £4million would be used for further improvements, in Lewes Road from Elm Grove up to Falmer.

39.7 Working in partnership had been a key factor in progress not only on bus lanes, but also on other infrastructure such as raised kerbs and bus shelters. Early adoption of talking bus stops and real time bus information signs and systems, were prime examples of this. Joint working had led to successful funding applications to LSTF, Better Bus Area Fund and the Green Bus Fund.

39.8 Mr Best described the company's bus vehicles, one fifteenth of which were replaced each year. He gave details of how exhaust emissions were going down in recent years amounting to 98% reduction in the case of particulates, for instance. Two hybrid buses at present ran on route number 7. The Green Bus Fund was being used to introduce 11 more hybrid vehicles, on routes 7 and 28.

39.9 The Key card system introduced first in 2011 for University students, could now be used by everyone to buy the cheapest bus fares online at www.buses.co.uk.

39.10 With regard to supported bus services, tenders were to be returned next week and the outcome was expected in June or July. Mr Best listed the current services supported either partly (such as a section of a route or at certain times) or in full. He re-iterated that commercial routes depended on income from fares. The Local Authority would look to fill gaps such as school buses and links between estates.

39.11 Mr Best welcomed suggestions for improvements to services; good ideas came from discussions with bus users, he said. In reply to a question from Kat Pearce of Age UK B&H on the level of bus fares, Mr Best said Brighton fares were 'not bad' in comparison with other areas of the UK. The structure of bus operations in Europe was similar to London in that the local authority designs the networks and issues contracts. More was spent per head on buses in London, albeit indirectly via taxes, than the cost of an annual bus pass in Brighton & Hove and in addition, the passenger still had to pay the fare via an Oyster card. A bus route in London was less dependent on a high level of use, he said.

39.12 He outlined the significant financial implications of a cut in the fuel duty rebate from 1 April and fuel duty rise this autumn.

39.13 The aim was to increase the number of bus passengers. It was difficult to keep prices to minimum, but by using the Key on-line, passengers would not be paying an increased fare this year. Answering a question on how to help visitors and others eg those without access to the Internet to get cheaper fares, Mr Best said this was being considered.

39.14 The Older People's Council heard answers to questions on bus services in Bristol Estate, problems caused by road works in Ditchling Road, and traffic surveys showing whether there was a need for extra buses in Lewes Road.

39.15 The Chair Jack Hazelgrove thanked Mr Best for his presentation and for answering questions.

40. APPROACH TO THE COUNCIL'S CONSULTATION PORTAL TOPICS, THE COUNCIL'S FORWARD PLAN AND LETTERS TO THE PRESS

40.1 The latest version of the Local Account consultation on social service would be circulated to OPC Members.

40.2 Councillor Geoffrey Bowden gave an update on the New Woodingdean Library and Medical Centre

40.3 Mike Bojczuk would prepare a reply to the Sport and Physical Activity consultation; deadline was not until 31 December. Mike made suggestions as to how consultations can be arranged to develop more of a consensus view.

40.4 It was not easy to present a consensus view on the consultation portal; Councillor Bowden would feed back to the Administration.

41. GREY MATTERS

41.1 Harry Steer reported that at yesterday Grey Matters AGM, Colin Vincent was appointed as Director. Bob Gunnell was Chair, Richard Davies as Vice Chair and Harry Steer was Secretary/Treasurer.

41.2 He reported that Grey Matters was flourishing. It was grateful for the council for a £500 grant. Other than the licence fee, costs were not large. All workers were volunteers. There was no definite information on the number of listeners. Grey Matters makes 4 programmes per month for Radio Reverb and now has links with hospital radio. Jack Hazelgrove is interviewed on OPC proceedings.

41.3 Mike Bojczuk offered to add in a link to Grey Matters on the OPC website.

42. MEDICAL CARDS SCHEME - COULD IT BE REJUVENATED?

42.1 Medical Card scheme was deferred to the next meeting.

43. REPORTS FROM MEMBERS, THE CHAIR, SECRETARY AND TREASURER

43.1 OPC Chair Jack Hazelgrove reported on a meeting with the Council Leader and Councillor Bowden as new Link Councillor for OPC.

43.2 He said there was good support for the suggestion of applying for WHO Age-Friendly City status but there was much work to be done. A working party would be set up.

43.3 Councillor Randall has been asked about holding an Older People's Day; this needed costing.

43.4 Colin Vincent reported back on the Older Drivers event, the Link Steering group and change to Healthwatch, and the final meeting of the Care Homes engagement group and launch of the Care Homes Nursing Competency scheme.

43.3 Penny Morley had been to the Active Ageing participatory day that was useful. She gave an update on potential funding for the Food Waste Trial, due to go to 10 May Cabinet.

43.4 Penny recommended that OPC members fill in a 'Greenstat' survey on local parks in the City. This covers both local parks and the City's overall park service. The website address is: ParksProjects@Brighton-Hove.gov.uk

43.5 Peter Terry was disappointed that there were only 3 display stands at the older drivers safety day. He reported back on changes to public toilets.

43.6 Val Brown updated OPC on the half-day seminar on wellbeing in old age. She would be attending a Hangleton Knoll Project LGBT group, looking at the needs of older people.

43.7 Janet Wakeling updated OPC on recent planning proceedings; former nurses accommodation at Pankhurst Road; and Park House, Old Shoreham Road.

43.8 Mike Bojczuk said experience from Older Drivers Day was that 3 people on the stand was not enough; therefore OPC needed to be well-prepared to make sure of the best representation of OPC at People's Day on 14 July.

43.9 Mike had replied to an Age UK B&H consultation on a Dignity in Care. He would circulate information on Honouring Older People event on 28 April.

43.10 Francis Tonks had been to the launch of the Well-Being publication, and the LINK meeting. He mentioned that the post of Chief Executive of Age UK B&H was being advertised. He was interested in planning proposals for the Ice Rink.

43.11 John Eyles was interested in being involved in Medical Cards initiative.

44. OPC WORK PROGRAMME AND UPDATE

44.1 OPC agreed to cancel the 22 May session on parking. To add Libraries to 22 May agenda.

44.2 Would like Finance update to be a part of every meeting

44.3 Issues around a by-election would be investigated. Accessibility of polling stations was discussed.

45. ANY OTHER BUSINESS

45.1 There was none.

The meeting concluded at 1.00pm

Signed

Chair

Dated this

day of

WHO GLOBAL NETWORK OF AGE-FRIENDLY CITIES©



Background

The Age-friendly Cities Programme is an international effort to help cities prepare for two global demographic trends: the rapid ageing of populations and increasing urbanization. The Programme targets the environmental, social and economic factors that influence the health and well-being of older adults.

In 2006, WHO brought together 33 cities in 22 countries for a project to help determine the key elements of the urban environment that support active and healthy ageing. The result was *The Global Age-friendly Cities Guide* (<http://www.who.int/ageing/publications>) which outlines a framework for assessing the “age-friendliness” of a city. A core aspect of this approach was to include older people as active participants in the process.

What is an Age-friendly city?

An Age-friendly city is an inclusive and accessible urban environment that promotes active ageing

The guide identifies eight domains of city life that might influence the health and quality of life of older people:

1. outdoor spaces and buildings;
2. transportation;
3. housing;
4. social participation;
5. respect and social inclusion;
6. civic participation and employment;
7. communication and information; and
8. community support and health services.

WHO Global Network of Age-friendly Cities©

To build on the widespread interest generated by this programme, WHO has established the WHO Global Network of Age-friendly Cities©. The Network will:

1. Link participating cities to WHO and to each other.
2. Facilitate the exchange of information and best practices.
3. Foster interventions that are appropriate, sustainable and cost-effective for improving the lives of older people.
4. Provide technical support and training.

Advantages of membership

- Connection to a global network of ageing and civil society experts.
- Access to key information about the programme: latest news, best practices, events, results, challenges and new initiatives through the Age Friendly CitiesCommunity of Practice (www.who.int/ezcollab/afc_network).
- Provision of technical guidance and training throughout the AFC implementation process.
- Opportunities for partnerships with other cities.

Network Membership

Cities participating in the Network commit to a cycle of continually assessing and improving their age-friendliness.

To join the Network, cities must:

- complete an application form available at www.who.int/ageing/age_friendly_cities/en/index.html
- submit a letter from the Mayor and municipal administration to WHO indicating their commitment to the Network cycle of continual improvement.
- commence a cycle of four stages:

1. Planning (Year 1-2):

- This stage includes four steps:
- a. Establishment of mechanisms to involve older people throughout the Age-friendly City cycle.
 - b. A baseline assessment of the age-friendliness of the city.
 - c. Development of a 3-year city wide plan of action based on assessment findings.
 - d. Identification of indicators to monitor progress.



2. Implementation (Year 3-5)

On completion of stage 1, and no later than two years after joining the Network, cities will submit their action plan to WHO for review and endorsement. Upon endorsement by WHO, cities will then have a three-year period of implementation.

3. Progress evaluation (end of year 5)

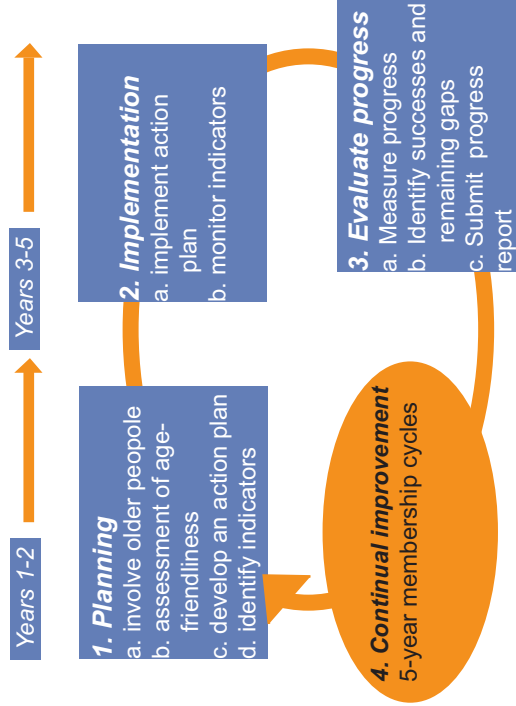
At the end of the first period of implementation, cities will be required to submit a progress report to WHO outlining progress against indicators developed in stage 1.

4. Continual improvement

If there is clear evidence of progress against the original action plan, cities will move into a phase of continual improvement. Cities will be invited to develop a new plan of action (duration of up to 5 years) along with associated indicators. Progress against this new plan will be measured at the end of this second implementation period. Cities will be able to continue their membership to the Network by entering into further implementation cycles.



Cycle of WHO Global Network of Age-friendly Cities©



Questions and Answers

What is the role of WHO in the Network?

The role of WHO headquarters, Regional Offices and Country Offices includes:

1. Coordination of the Age-friendly Cities programme.
2. Identification and dissemination of best practices.
3. Development of implementation guidelines.
4. Technical support and training.
5. Reviewing progress and plans.

How do national programmes link to the Network?

Some Member States are taking the initiative to establish their own national or state-wide programmes. WHO is happy to work with these Member States to ensure that cities participating in these programmes gain automatic membership to the Network.

How does WHO take into account the differences between cities in determining membership and reviewing action plans?

The Network process is flexible and allows for the diversity of cities across the world. Assessment of action plans and progress will take into account the financial and social circumstances of each city and region.



How long does membership of the Network last?

A city can remain a member of the Network for as long as it demonstrate continual improvement against its developed indicators.

Will the establishment of the Network result in the development of benchmarks or standards for age-friendly cities?

The WHO Network does not yet set standards or benchmarks for performance. However, cities these measures are planned for the future, and cities will be assisted to identify indicators that can be used for comparison purposes.

What are the future plans for the Network?

A further and later step may be to identify standards that would allow cities to receive an award if they reach a particular level. WHO is also interested in exploring similar age-friendly approaches in different settings, for example rural communities, hospitals and workplaces.

What is an Age-friendly Cities community of practice?

It is a social online platform for:

- Sharing approaches
- Enhancing access to knowledge
- Linking experts
- Facilitating collaboration
- Promoting learning
- Strengthening partnerships

The Age-friendly Cities Community of Practice can be accessed at www.who.int/ezcollab/afc_network

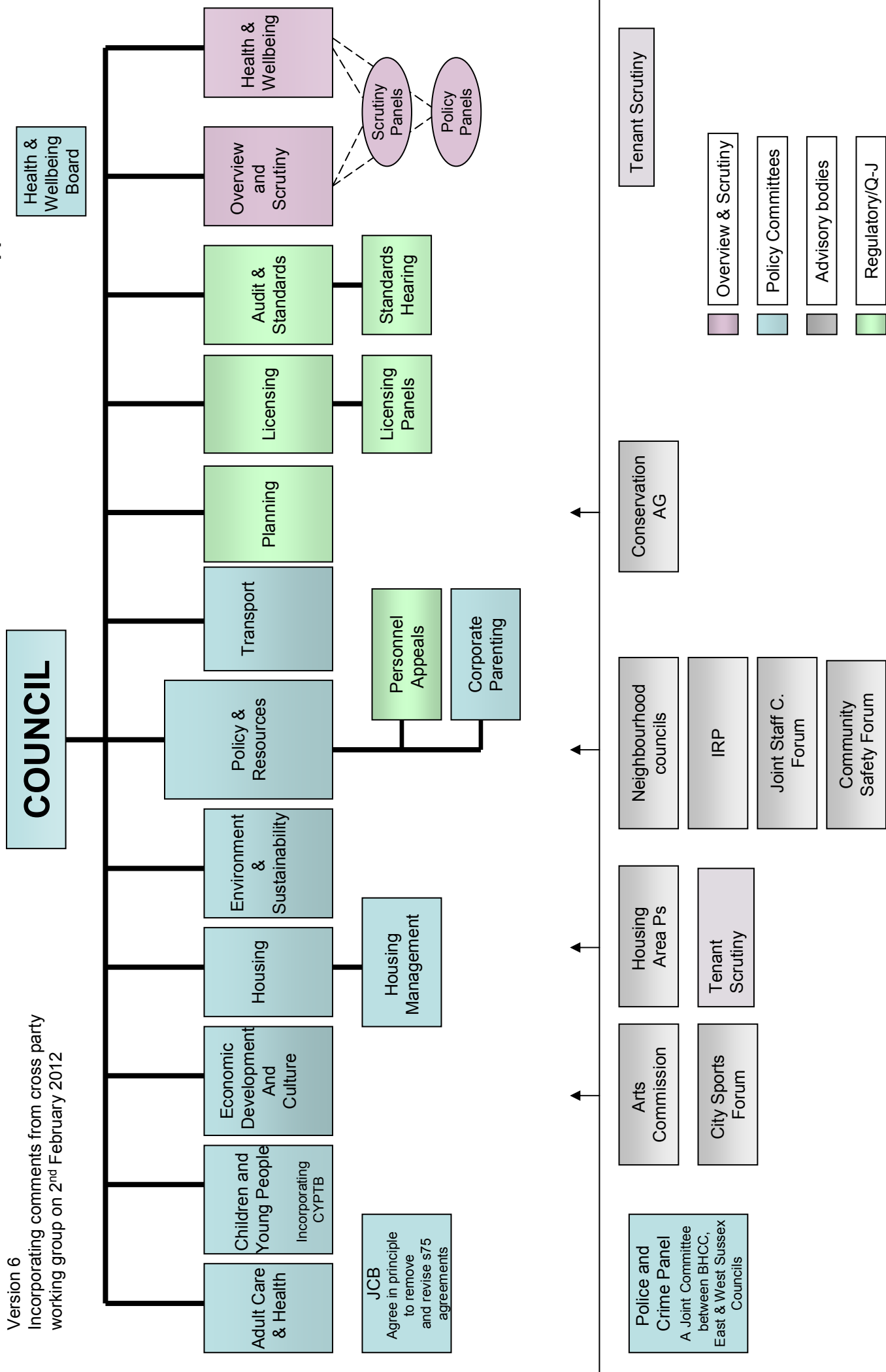
Involving older people is an essential element of an age-friendly city. Their contributions are important for city assessments, setting priorities, proposing solutions for action, and monitoring progress.



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Appendix 4

Version 6
Incorporating comments from cross party
working group on 2nd February 2012



Selection of Consultations Open (mid May 2012) on the Council's Consultation Portal (end date in brackets)

<http://consult.brighton-hove.gov.uk/portal>

Lewes Road Consultation (25 May)

New Woodingdean Library and Medical Centre Consultation (31 May)

LICI Exhibition Feedback (Lively Cities; Ann Street/Providence Place Gardens) (13 June)

Sport and Physical Activity Consultation (31 Dec 2012)

NB: Consultation responses previously submitted on behalf of OPC (date order):

Public Toilets (Peter Terry)

Waste Strategy (Penny Morley)

Corporate Plan (Penny Morley)

Adult Social Care Local Account (Colin Vincent)

Lewes Road Consultation?

CONSTITUTION FOR THE OLDER PEOPLE’S COUNCIL

Proposed revision

INTERPRETATION

In this constitution, unless the context otherwise demands, the following terms have these meanings:

“member”	means an elected <u>or co-opted</u> member of the Older People’s Council for Brighton & Hove
“OPC”	means the Older People’s Council for Brighton & Hove
“legal adviser”	means the legal adviser appointed for the time being by Brighton & Hove City Council, or such legal adviser as shall in due course be retained by the OPC, or the representative acting on behalf of her/him.
“monitoring officer”	means the Brighton & Hove City Council’s monitoring officer, who is Head of Law, and responsible for ensuring that the City Council carries out its functions in accordance with the law and any other codes or protocols agreed by the City Council.

1. NAME

The name of the Council is the Older People’s Council (OPC) (hereinafter called “the OPC”).

2. OBJECTS

The OPC is established to inform the policy and decision making of Brighton & Hove City Council (hereinafter called “the City Council”), including service development, service delivery and resource allocation, with regard to matters that impact on the quality of life, and the opportunities, available for older people living in the Brighton & Hove area.

3. POWERS

In furtherance of the said objects, but not otherwise, the OPC may:

- (a) Consult with older people, older people’s organisations, and individuals working with older people.
- (b) Bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals;

- (c) Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the results thereof;
- (d) Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, workshops, lectures, classes, seminars and training courses;
- (e) Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas;
- (f) Cause to be written and printed or otherwise reproduced and circulated material in printed, recorded or digital format such as papers, books, periodicals, pamphlets or other documents, and sound or visual transmissions and recordings, as shall further the said objects;
- (g) Do all such other lawful things as are necessary for the attainment of the said objects.

4. THE OPC

- (a) Policy and general management of the business of the OPC shall be directed by its elected members.
- (b) The OPC shall meet not less than 9 times a year including the Annual Meeting. Of those 9 meetings, at least 3 will be open Public Meetings. Members of the public with an interest in other meetings may attend at the discretion of the Chair.
- (c) The OPC shall consist of 9 elected members, one for each of the electoral zones within Brighton & Hove as set out in Appendix 1. If during the course of office, an elected member stands down or ceases to be a member; in exceptional circumstances a by-election will not be held, rather, a suitable member may be co-opted onto the OPC.
- (d) The decision to co-opt an individual must be put to the vote requiring acceptance by two thirds of those present and voting.
- (e) Members of the OPC shall act in accordance with its constitution, its code of conduct and with the protocols and the codes of practice that the OPC may from time to time adopt. All the documents referred to in this clause form an integral part of the OPC's constitution.

5. THE OPC'S CODE OF CONDUCT FOR MEMBERS

- (a) The OPC has adopted a code of conduct governing the conduct expected of the members of the OPC. The code of conduct is attached at Appendix 2.

- (b) Each member of the OPC must sign the written undertaking that s/he will observe the code of conduct for members of the OPC. The written undertaking is attached at Appendix 3.
- (c) An individual who becomes a member of the OPC at any time after the OPC has adopted its code of conduct for members must also provide a written undertaking that s/he will observe the OPC's code of conduct.
- (d) A member may not take part in any OPC meeting or conduct any OPC business whatsoever until s/he has signed an undertaking that in performing her/his duties s/he will observe and comply with the OPC's code of conduct.
- (e) If any member of the OPC fails to sign the written undertaking to observe the OPC's code of conduct within 2 months of it being adopted or within 2 months of becoming a new member then that member will automatically cease to be a member of the OPC.

6. **BREACHES OF THE OPC CODE OF CONDUCT**

In the event of an allegation that there has been a breach of the Code of Conduct by a member or members of the OPC, a Conduct Panel of the OPC will conduct an investigation into that allegation, and will inform the City Council's Legal Adviser of the allegation and of the outcome of the investigation. The Terms of Reference for that Panel are given below.

Terms of reference for the Conduct Panel investigating breaches of the Code of Conduct

- (a) **Purpose**
The purpose of the Conduct Panel is to investigate alleged breaches of the OPC Code of Conduct.
- (b) **Membership**
 - (i) The Conduct Panel will consist of the principal officers of the OPC: the Chair, the Vice-Chair, the Secretary and the Treasurer, except where one or more of these individuals have a personal and prejudicial interest in the matter by virtue of being the subject of the allegation. Where all 4 of these post holders are conflicted out, for example where all are implicated in the allegation, the Panel should comprise all other 5 members of the OPC. If the allegation is made against the entire membership of the OPC, the matter should be referred to the Legal Adviser.
 - (ii) The quorum for a Conduct Panel will be a minimum of three members.
- (c) **Powers and Procedures**
 - (i) The Conduct Panel will report to the Legal Adviser that a breach has been alleged, including brief details of that allegation, and that it will investigate the allegation.

- (ii) The Conduct Panel will take any action that in their opinion is appropriate in the OPC's interest once they are aware of an alleged breach of the Code of Conduct by a member/members of the OPC.
- (iii) A member who is the subject of an investigation by the Conduct Panel shall cooperate fully with the requirements of the Panel during the investigation.
- (iv) The Conduct Panel will hear the evidence and give full opportunity for both sides to present their case (verbally or in writing) regarding any allegations of a breach of the Code.
- (v) The Conduct Panel will if necessary request the attendance of other OPC members and of non-members with evidence relevant to the allegation.
- (vi) At the conclusion of the investigation, the Conduct Panel will withdraw to consider its decision.
- (vii) The Conduct Panel's decision will be made on the basis of a majority vote, with the Chair having a casting vote in the event of an even vote.
- (viii) When the Conduct Panel has reached its conclusion about the alleged breach, it should propose any sanctions which it decides are necessary. The sanctions open to the Panel shall range from: no action to be taken through to suspension of that member from the OPC and/or any other course of action in between as is appropriate in the circumstances.
- (ix) Before announcing its decision, the Conduct Panel will refer the decision to the Legal Adviser for further comments.
- (x) The person or persons against whom allegations have been made will normally be advised of the Conduct Panel's decision at the conclusion of their deliberations and after that decision has been referred to the Legal Adviser. The Panel's decision will be provided verbally and in writing, and a copy will also be provided for the Legal Adviser.

7. ELECTION TO THE COUNCIL

- (a) Election to the OPC shall be open to individuals of 60 years and over ("older people"), resident in Brighton & Hove who are:

- (i) on the electoral register for Brighton & Hove City;
- (ii) a British, Commonwealth or European Union citizen; and
- (iii) interested in furthering the work of the OPC;

except those individuals who are elected members or officers of the City Council or who hold office as either the Chair, Vice-Chair or Secretary of any political party.

- (b) Political party preference and/or allegiance shall not be a feature of any profile issued by a candidate before any election. No political or other organisation shall become involved in the nomination of a candidate and shall not be involved in the promotion of her/his candidature. If such involvement is proved then the election of the candidate shall be declared null and void.

- (c) The members of the OPC shall be elected within 2 months of the City Council elections by full postal ballot and in consultation with the Electoral Services Officer, in accordance with this clause:
 - (i) Election to the OPC shall be for 4 years.
 - (ii) Members, if re-elected, may stay in office until they stand down or are not further re-elected.
 - (iii) Nominations for individuals to be elected to the OPC must be made by 10 older persons resident in the electoral zone in which the individual proposes to stand for election. Nominations must be made in writing and must be provided to the City Council's Returning Officer in accordance with a time-scale to be determined by the City Council's Returning Officer.
 - (iv) Elections shall be by a method agreed in consultation with the City Council's Returning Officer.
 - (v) If a member in a particular zone is unable to continue serving as a member of the OPC (by virtue of death or long term incapacity) or resigns her/his membership of the OPC or her/his membership is determined for any of the reasons set out in Clause 8 below, there shall then be a by-election to fill the vacancy for that electoral zone.
 - (vi) In exceptional circumstances a by-election will not be held, rather a suitable member co-opted onto the OPC via a two thirds majority vote.
- (d) The proceedings of the OPC shall not be invalidated by any failure to elect or by any defect in the election, appointment, co-option or qualification of any member.
- (e) The OPC may appoint such special or standing committees as may be deemed necessary by the OPC and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the OPC as soon as possible thereafter.

8. DETERMINATION OF MEMBERSHIP OF THE COUNCIL

- (a) A member of the OPC shall cease to hold office if s/he:
 - (i) becomes incapable by reason of mental disorder, illness or injury of managing and administering her or his own affairs; or
 - (ii) resigns her or his office by notice in writing to the legal adviser; or
 - (iii) accepts election to any of the principal offices in any political party, such as Chair, Vice-Chair, Secretary, Treasurer

It is permissible for a member of the OPC to hold an honorary position or be an ordinary member of a management group of a political party provided that the member does not engage in any of the following activities:

- speaks or publishes any written or artistic work with the intention of affecting public support for a political party; or
 - canvasses in the interests of any political party with the exception of delivering party political leaflets and telling at polling stations.
- (iv) is absent from 3 consecutive meetings of the OPC; and
- (b) A member of the OPC shall be suspended from participation in the work of the OPC for a period of up to six months if s/he;
- (i) speaks or publishes any written or artistic work with the intention of affecting public support for a political party; or
 - (ii) canvasses in the interests of any political party with the exception of delivering party political leaflets and telling at polling stations; and
- (c) If during or within one year following a period of suspension for engaging in the activities described in paragraph 8(b) above the member further engages in either of these activities s/he shall automatically cease to be a member of the OPC; or
- (d) If for good and sufficient reason a majority of the other members of the OPC pass a resolution that an OPC member shall cease to hold office that resolution shall prevail provided that an OPC member faced with possible removal from the OPC shall have the right to be heard by the other OPC members before a vote is taken; or
- (e) If an OPC member is in breach of the OPC's code of conduct and the breach is such that the legal adviser recommends to a panel authorised by the OPC to act on its behalf that the member should cease to hold office and the panel supports the legal adviser's recommendation the OPC member shall cease to hold office.

9. ORDER OF BUSINESS AT MEETINGS OF THE OPC

The order of business at meetings of the OPC shall normally be:

- (a) In the absence of the Chair and Vice-Chair, to choose a member present at the meeting to preside at the meeting;
- (b) To receive declarations of interest in matters to be considered at the meeting;
- (c) At the Annual Meeting, or at any other meeting after the office of Chair or Vice-Chair has become vacant, to elect a Chair or Vice-Chair;
- (d) To approve as a correct record the minutes of the last meeting of the OPC, and of any earlier meeting of which the minutes have not already been approved, and for the person presiding to sign them;
- (e) To consider items of business on the agenda for the meeting;

- (f) If the person presiding at the meeting decides that an item of business not included on the agenda for the meeting may be taken for reasons of urgency, such reasons must be specified and noted in the minutes and that item shall be taken at the end of other items of business unless it is decided to consider it earlier on in the agenda.

10. MEETINGS OF THE OPC

- (a) Unless otherwise agreed, an Annual Meeting of the OPC shall normally be held within a month of the election of the OPC and then in the same month annually thereafter.
- (b) At the Annual Meeting the business shall include:
 - (i) the election and appointment of the Chair, Vice-Chair, Secretary and Treasurer;
 - (ii) the appointment of an auditor or auditors or independent examiner or examiners or other appropriate person/s as is required by law as being appropriate to the OPC's finances;
 - (iii) the consideration of an annual report of the work done by or under the auspices of the OPC and of any audited accounts should these be required by law.
- (c) The appointments referred to at clause 10(b)(i) and (ii) above shall hold office until the next Annual Meeting. The Chair, Vice-Chair, Secretary and Treasurer shall be eligible for re-election and the auditors etc can be re-appointed at the next and subsequent Annual Meetings.
- (d) All other meetings of the OPC, apart from the Annual Meeting, shall be known as ordinary meetings.
- (e) The OPC shall appoint an Urgency Panel to exercise its powers. The membership of the Urgency Panel shall consist of the Chair, Vice-Chair, and Secretary who may exercise the powers of the OPC in relation to matters of urgency on which it is necessary to take a decision before the next ordinary meeting of the OPC. Every decision of each Urgency Panel shall be reported for information to the next ordinary meeting of the OPC.

11. CO-OPTION

- (a) The OPC shall have power to co-opt a maximum of two other members.
- (b) The co-option can be for a limited period or for the remainder of the current four-year period for which members of the OPC were elected.

- (c) A proposed co-optee must be proposed and seconded by existing OPC members.
- (d) The decision to co-opt an individual must be put to the vote requiring acceptance by two thirds of those present and voting.
- (e) The co-option shall end at the conclusion of the current four-year period of elected office or earlier if for a limited period.
- (f) The co-optee shall not have voting rights on any decisions of the OPC but may speak in any discussions.
- (g) The co-optee may offer themselves for full adoption by standing in any of the zones in the next postal election.

12. RULES OF PROCEDURE AT MEETINGS OF THE OPC

- (a) **Quorum.** The quorum at meetings of the OPC shall be one half of the total membership of the OPC for the time being. Where the total membership of the OPC consists of an odd number of members (e.g. 7, 9 etc) this odd number will not lend itself to being divided in half. In this event the quorum shall be half of the total membership which is then rounded up to the next whole number of members (e.g 9 members in total membership, divided by half = 4½ members, quorum therefore = 5 members).
- (b) **Absent Chair and Vice-Chair.** Where neither the Chair nor Vice-Chair are able to attend a meeting of the OPC, providing the meeting is quorate, then those members present can elect a Chair for that meeting from amongst their number.
- (c) **Resignation of the Chair or Vice-Chair between Annual Meetings or determination of the membership of either of these members.** If the Chair or Vice-Chair is no longer able or willing to hold office, or if her/his membership is determined, re-election to the vacancy can be held at an ordinary meeting. The period of office of the newly elected Chair or Vice-Chair shall continue until the next Annual Meeting.
- (d) **Voting.** The method of voting at ordinary meetings of the OPC shall be by a show of hands and decisions shall be decided by a simple majority of those members present. No person shall exercise more than one vote, except in the case of an equality of votes when the Chair of the meeting shall have a second or casting vote. For voting on changes to the Constitution, see 15(a).
- (e) **Minutes.** Minutes of every meeting of the OPC shall be submitted to and signed at the following ordinary meeting. The Chair shall put the question that the minutes submitted to the meeting be approved as a correct record. No discussion shall take place upon the minutes, except upon their accuracy. Any question as to accuracy shall be raised and amendments noted. The Chair shall then sign the minutes.

- (f) **Prevention of Disorderly Conduct.** If the Chair presiding at any meeting of the OPC is of the opinion that a member is guilty of misconduct by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the OPC, the Chair may notify the meeting of that opinion and may take any of the following courses, either separately or in sequence:
- (i) direct the member to refrain from speaking during all, or part, of the remainder of the meeting;
 - (ii) direct the member to be withdrawn from all, or part of the remainder of the meeting;
 - (iii) order the member to be removed from the meeting;
 - (iv) adjourn the meeting for 15 minutes or such period as shall expedient to her/him.
 - (v) If there are others present at a meeting of the OPC by invitation and such a person interrupts the proceedings of that meeting by displaying any of the behaviour referred to at 11(f) above, the Chair may take any of the courses of action as set out at 11(f)(i) to (iv) above in respect of others present.

13. PAYMENTS

Payment to members of the OPC may be made of reasonable out-of pocket expenses, subject to the City Council having agreed to meet these payments and to any cash limits that the City Council may set.

14. FINANCE

- (a) The OPC shall:
- (i) keep accounting records for the OPC;
 - (ii) prepare an annual statement of account for the OPC;
 - (iii) audit or arrange for independent examination, or make other appropriate arrangements for the examination of the statements of account of the OPC, as required by law as being appropriate to its financial circumstances;
- (b) An audited, independently examined, or examined statement of the accounts (as appropriate – see 14(a)(iii) (above) for the last financial year shall be submitted by the OPC to its Annual Meeting after which the accounts shall be made available for public inspection.
- (c) All bank accounts shall be opened in the name of the OPC.
- (d) All cheques must be signed by at least two signatories. These signatories shall be nominated at an ordinary meeting of the OPC.

15. ALTERATIONS TO THE CONSTITUTION

- (a) The constitution may be varied, amended or added to by resolution made by a majority of not less than two thirds of the OPC members voting at an ordinary meeting, subject to the advice and approval of the monitoring officer.
- (b) No amendment may be made to clause 1 (the name clause), clause 2 (the objects clause), clause 7 (the election to the OPC clause), clause 16 (the dissolution clause) or this clause without the prior consent in writing of the monitoring officer.
- (c) Once the code of conduct for members of the OPC has been adopted clauses 5 and 6 cannot be suspended although amendments may be made with the agreement of the monitoring officer. Where the OPC proposes changes to the code of conduct, the OPC shall be guided by the advice of the monitoring officer. No amendments which are inconsistent with or against the spirit of the code of conduct shall be permitted.
- (d) The OPC shall promptly send to the monitoring officer a copy of any amendments made under this clause.

16. DISSOLUTION

- (a) If the OPC by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the OPC, a meeting of all members of the OPC shall be called. Not less than 21 days written notice (stating the terms of the resolution to be proposed) shall be given to members.
- (b) If a decision to dissolve the OPC is approved by a majority of those present and voting at such a meeting the OPC shall be required to produce a report to the City Council explaining the resolution and requesting agreement in writing to the dissolution. The resolution shall take effect upon receipt of written consent from the City Council.

17. NOTICES

A notice may be served on any member either personally or by sending it through the post in a prepaid letter addressed to such member at her/his last known address in Brighton & Hove, and any letter so sent shall be deemed to have been received within ten days of posting.

This Constitution including the Appendices 1 to 3 was adopted on the 27th day of February 2002 and is subsequently as amended as of 26th June 2003, 19th October 2005, and 1st October 2010, and 23rd February 2011, and 22 May 2012.

Agenda items/ Speakers	Reason for the agenda item	Outcome & Monitoring
15 November 2011		
John Barradell (10am)	Present the Council's priorities and what the OPC can get involved in	Colin Vincent agreed to get involved with the City Forum groups.
Ageing Well - Consultant	Scrutiny had been successful in getting 3 consultancy days for the Ageing Well programme	Individual interviews set for the 28 November & 1 December
28 November & 1 December		
Individual interviews with OPC members and Ageing Well programme Consultant and Palliative Care Consultant (1 December only)		
13 December 2011		
Bill Randall (10-10.40am)	Present priorities and challenges of the administration. Follow up previous private meeting with the Leader.	Information on personalisation, the Council's budget, communication with groups of older people. OPC is to take part in the consultation on public toilets.
Ageing Well - Consultant	Present the findings from the interviews and potential work programme	OPC to develop a range of work to produce outcomes
17 January 2012		
Finance	Mark Ireland and James Hengeveld to present the Council's proposed budget. Pensioner Action, pensioner Association & Age Concern invited.	Replies to key questions on the budget. Quarterly joint meetings to be held with Age UK Brighton & Hove and Pensioner Action. Joint letter sent to Cllr J Kitcat and response received. Changes were made to the budget as a result of the consultation and OPC letter was referenced in final

21 February 2012		budget papers.	
Independent Sector Care Home Contract - Jane MacDonald	Current arrangements and to consult on our Core Principles	OPC members to take an active part in consultation	
Robert Griffiths (Director of Fundraising) The Martletts	Future budget and service provision	Opportunities for volunteering and raising awareness Discussion on wider issues re end of life care and areas of possible future joint work	
20 March 2012- JOINT PUBLIC MEETING – Funding the future of Social Care for Older People – Jubilee Library			
(10.10 – 11.15am) Councillor Rob Jarrett Cabinet Member for Adult Social Care and Health Strategic Director, Terry Parkin And Head of Adults Assessment Brian Doughty	How are the Council funding day care services, how do older people access care services. Open Public Services White Paper and the Personalisation Agenda - Case studies	Good public turnout (circa 20 people) with lively and informed discussion on key issues. Good profile raising event, with positive informal feedback. Venue worked well and should be used again. First outing for new pop-up stands.	
17 April 2012 10am			
Transport issues affecting Older People – discussion with Councillor Ian Davey Cabinet Member for Transport and the Public Mike Best , Operations Director Brighton & Hove Bus and Coach	Update and discussion on concessionary bus fares, parking charges, supported buses, roadworks, Bus routes, bus fares, vehicle design and accessibility	Answers to questions to be provided Suggestions welcomed from older people for service improvements	

Company Ltd		
22 May 2012 10am		
Brighton & Hove City Libraries		
WHO Application: Age-friendly City		
New Committee Structure		
OPC Constitutional Changes		
Consultations		
Letters to the Press		
19 June 2012 – PUBLIC MEETING	10am Jubilee Library	
East Sussex Fire and Rescue 10am start		
Community Safety/Police rep tbc		
July 2012		
OPC meeting previously scheduled for 17 July has been cancelled		
21 August 2012 10am		
The Keep 10am start		

18 September 2012 10am AGM PUBLIC MEETING		
Suggestions invited		
23 October 2012 10am		
20 November 2011 10am		
18 December 2011 10am		