

Worthing Neighbourhood Care Alliance (WNCA)

Terms of Reference

Aims

- i. To promote the interests and develop the capacity of neighbourhood care services in Worthing;
- ii. To enable collaborative working between neighbourhood care services and to facilitate shared ownership of an approach to the development of such services in Worthing;
- iii. To encourage wider community participation in neighbourhood care services.

Objectives

- i. To support the development of new and existing neighbourhood care services and work towards equitable coverage of localities and communities through collaborative research and submission of funding bids;
- ii. To consider new volunteer recruitment initiatives and attract volunteers through dedicated recruitment campaigns;
- iii. To work in neighbourhoods to develop neighbourhood responses to meeting low-level social care needs;
- iv. To improve liaison and networking between neighbourhood care services and with the statutory health and social care sector and other relevant statutory organisations;
- v. To promote the networking and sharing of good practice, resources and expertise within and between neighbourhood care services.

Membership

- i. Shall be open to any neighbourhood care service provider in Worthing (as defined in Appendix A);
- ii. Observers shall be entitled to attend meetings from time-to-time or on a regular basis, such as relevant statutory sector professionals and service providers.

Meetings

- i. The WNCA will meet four times a year in an accessible venue in Worthing;
- ii. Meetings will be organised, advertised and serviced by the WNCA Coordinator.

Steering Group

- i. The WNCA shall have a Steering Group whose role will be to:
 - a. Advise the WNCA and provide support for its aims;
 - b. Take account of the results of consultation carried out with a local Older People's Reference Group;
 - c. Establish other Reference or Sub-Groups as required to consider issues in detail;
 - d. Agree and make recommendations as appropriate regarding the overall direction of WNCA-related staff workplans, funding and other resource;
 - e. Monitor and review the results of WNCA-related activities against agreed objectives.
- ii. The Steering Group shall consist of:
 - a. WNCA members who employ WNCA-related staff (up to a maximum of one place for each employing organisation);
 - b. WNCA members who do not employ WNCA-related staff (one place each up to a maximum of four organisations);
 - c. WNCA Coordinator;
 - d. Adults' Services Voluntary Sector Liaison & Development Officer;
 - e. POPP Project Development Officer;
 - f. From time to time, observers from other voluntary or statutory sector organisations.

- iii. The WNCA will agree a Chair from members of categories ii. a. and ii. b. for a term of one year at the first full WNCA meeting after April of each year.
- iv. If consensus cannot be achieved on which organisations/people will make up Steering Group category ii. b. or which organisation/person will act as Chair of the WNCA and its Steering Group, the WNCA will agree an appropriate democratic mechanism for determining same.
- v. Membership of the WNCA Steering Group will include such representatives of the participating organisations as have delegated authority and can take decisions at quarterly Steering Group meetings to enable the expedient operation of WNCA business.

Appendix A – Neighbourhood Care: a definition

(i) Characteristics

Neighbourhood care services, as defined here for the purposes of the Neighbourhood Care Alliance, hold all of the following key characteristics and are:

Neighbourly

- services which offer ‘neighbourly’ help, of a sort not directly provided by statutory services. This help takes many forms but includes the following: befriending; social gatherings and support; transport; shopping; gardening; practical help including odd jobs around the home; help with correspondence and form-filling; accompaniment to health appointments; introductions to other social opportunities.

Targeted

- provided for adults over 50 years of age who are made vulnerable or otherwise in need due to their infirmity, disability and/or social isolation.

Voluntary sector

- provided by voluntary sector organisations.

Local

- locally based and focused. The borough of Worthing is defined as the primary ‘neighbourhood’, but some services may work in certain wards or areas within Worthing.

Ongoing

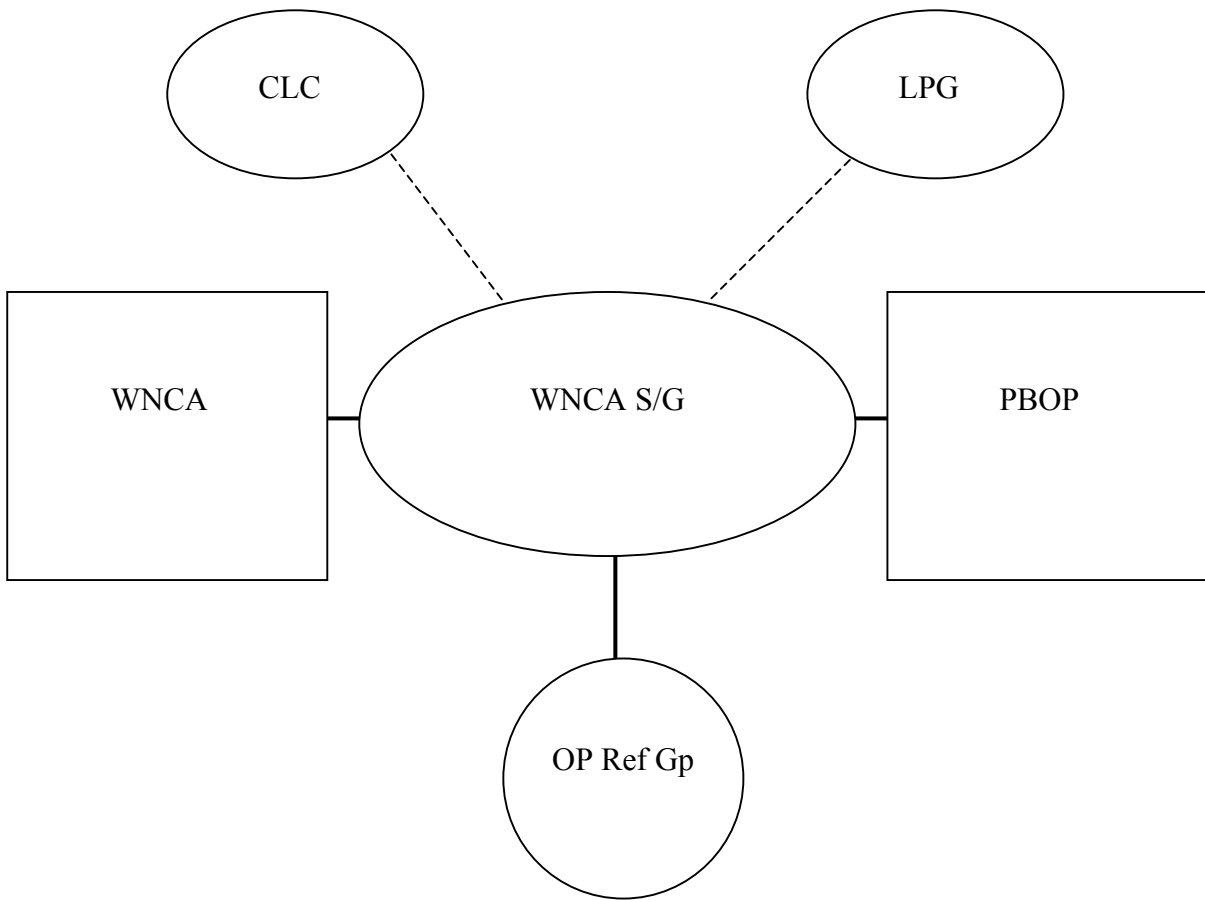
- ongoing and provide a range of services which clients can call on throughout the year. As such they differ from holiday clubs or summer play schemes, which are time-limited.

(ii) Outcomes

Neighbourhood care services have the following outcomes. They:

- **Enhance quality of life**
- **Support independent living**
- **Prevent health and social breakdown**
- **Counter social exclusion**, by improving access to services, activities and social networks
- **Strengthen communities**, building community capacity to respond to needs and increasing social interaction and empathy.

Appendix B: Relationships



Key:

- CLC = County Local Committee
- LPG = Local Planning Group for Health & Social Care
- WNCA = Neighbourhood Care Alliance
- WNCA S/G = Neighbourhood Care Alliance Steering Group
- PBOP = Programme Board for Older People
- OP Ref Gp = Older People’s Reference Group

Relationships between the WNCA, WNCA Steering Group and the Older People’s Reference Group are referred to above.

Additionally, the WNCA Coordinator will regularly attend and form a link to the Partnership Board for Older People, and will, from time to time, attend Local Planning Group for Health & Social Care and County Local Committee meetings as required and appropriate.