



Working with the Royal Borough of Windsor and Maidenhead, Berkshire Healthcare NHS Foundation Trust, Windsor, Ascot and Maidenhead Clinical Commissioning Group, and voluntary agencies in the Borough

Constitution

(Second Edition, 2014)

1. NAME

The name of the Group shall be the Older Persons' Advisory Forum for the Royal Borough of Windsor and Maidenhead, referred to throughout as OPAF.

2. PURPOSE

To empower older people to ensure that their voice is heard in healthcare, social care and other relevant aspects of their wellbeing.

To provide a consultation channel for any agency that provides services to the older people living or working within the Borough.

To be represented on bodies concerned with the health, social care and welfare of older people, ensuring that they are advised of the opinions and ideas of the OPAF membership.

To work actively with voluntary organisations, Health Service Agencies, the Royal Borough of Windsor and Maidenhead and other service providers to maintain an excellent service for older people in the Royal Borough.

3. OBJECTIVES

To work with and through the providers of services for older people in the Borough in order to:

- Raise awareness of particular issues affecting older people in the Borough.

- Involve OPAF Members in the planning, reviewing, monitoring and developing of such services.
- Identify gaps in the services.
- Communicate concerns and comments on existing and proposed services to the relevant organisations.

4. MEMBERSHIP

Membership is open to all persons over 50 years of age living or working in the Borough.

Members must make a declaration of interest at all meetings.

Representatives of any agency working with older persons can be Members of OPAF.

A Register of Members shall be kept by the Secretary.

5. HONORARY OFFICERS

The following Honorary Officers shall be elected from the membership at the Annual General Meeting to serve as the Steering Group for the subsequent year:

- President
- Chairman
- Vice- Chairman
- Secretary
- Treasurer
- Up to 4 other Officers

Additional Officers may be co-opted when appropriate.

No Officer shall hold the same position for more than three consecutive years. Exceptionally, the Annual General Meeting may resolve to suspend this restriction to make an Officer eligible for further re-election.

The Steering Group will meet at least four times a year. Its quorum shall be three Officers. It will agree a work programme and ensure that OPAF is represented in relevant activities in the Borough.

6. MEETINGS

At least four meetings shall be held each year, open to Members and others as appropriate, for the presentation and discussion of subjects related to the Purpose and Objectives of OPAF.

The quorum for such meetings shall be six Members.

7. ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) shall be held each year to receive reports from the Chairman and other Officers as appropriate, to elect the Honorary Officers who will form the Steering Group for the following year and to conduct other relevant business.

Prior notice of at least three weeks shall be given. The quorum shall be ten Members.

Written nominations, proposed and seconded, for election as Honorary Officers may be submitted prior to the AGM. Nominations from the floor may be also accepted at the discretion of the chairman of the meeting. No nomination shall be valid without the consent of the nominee.

Any proposed changes to this Constitution shall be circulated at least three weeks prior to the AGM in order to be voted upon at the meeting.

The minutes of the AGM shall be recorded and kept for a minimum of 5 years. They shall be made available to all Members.

8. VOTING AT MEETINGS

Every matter shall be decided by a simple majority of votes cast.

Ballots may be called at the discretion of the chairman of the meeting: otherwise voting shall be by show of hands. The chairman shall have a casting vote if necessary.

9. ACCOUNTS

The Treasurer, on behalf of the Steering Group, shall keep accounting records and prepare an annual statement of income and expenditure and arrange an annual examination of the accounts by the Royal Borough of Windsor and Maidenhead auditors.

OPAF may raise funds for the implementation of its Purpose and Objectives.

The bankers for OPAF will be Barclays Bank plc. Any two of the signatures of four nominated Officers in the Steering Group shall be required for cheques to be issued.

10. EXPENSES

Members of OPAF may claim reimbursement of out-of-pocket expenses such as taxis and car parking.

Members appointed to represent OPAF on boards, groups or other bodies can claim travel and parking expenses for attendance. They will be expected to provide reports on such activities.

Claims for expenses need to be supported by documentation such as valid receipts.

The content of this edition of the Constitution was approved at the Annual General Meeting held on 21st October 2013.

Sheila Holmes

Chairman