

# Positive Ageing Strategy Advisory Group (PASAG)

## Terms of Reference

### Strategy Vision

*Living Well, Ageing Well*

#### **Purpose**

Members of the Positive Ageing Strategy Advisory Group (PASAG, 'the Group') will develop and guide the implementation of an action plan aimed at improving the lives of older people in Napier.

#### **Principles**

The Group meetings will be expected to meet the following operating principles:

- Contribution – All members are encouraged to bring and contribute their own expertise, and that of the organisation/group they may be representing, of ageing to the Group.
- Collaboration – All members are to listen to and respect the views and opinions of others, whether they agree with them or not, and will work in a collaborative manner to develop majority held decisions.
- Communication – All members will be open and clear in their communication and will relay information arising in the Group back into their organisation/group.
- Constructive – All members are to actively contribute in a positive and constructive manner.
- Attendance – In accepting membership of the Group it is important to us making progress that all members attend as many meetings as possible so we have continuity of thought development, and representation of all organisation/groups in decision making.

#### **Membership**

- The Group will be independently Co-Chaired by people identified by Napier City Council and appointed by the Mayor.
- The Group will include members who are Napier residents and have lived experience of ageing and members who have expertise on issues affecting older people in Napier and represent an organisation or group.
- A Napier City Councillor will sit on the Group (appointed by the Mayor).
- Current members include the following organisations:
  - Age Concern Napier
  - Grey Power Napier
  - Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke's Bay

- Hawke's Bay Positive Ageing Trust
- Hawke's Bay Regional Council
- Kāinga Ora
- Māori Women's Welfare League / Te Rōpū Wāhine Māori Toko i te Ora
- Ministry of Social Development
- Napier City Council
- Napier RSA
- Presbyterian Support East Coast – Enliven
- Retirement Villages Association
- Safer Napier
- Sport Hawke's Bay
- Te Kupenga Hauora – Ahuriri
- Te Taiwhenua o Whanganui ā Orotu.

### **Operations**

- Napier City Council will provide staff to support and work with the Group to assist them in their work.
- The Group will meet approximately six times per year with correspondence via email in-between meetings as required.
- Email will be used for correspondence with members in between meetings.
- A quorum constitutes half the current membership, plus one. Any decisions/actions about a specific priority area must include the lead agency for that priority area.
- Decisions will be reached by consensus wherever possible.

### **Term**

The Group will meet until such time as: the the vision of the Strategy has been achieved; or the members agree by mutual or majority agreement to disband; or in the event the Napier Positive Ageing Strategy ceases to exist.

Membership of the Group may change over time as and when representatives decide to either stand down and/or an alternative is identified by their organisation/group. Members would be expected to brief their replacement if at all possible.

The Term of the Co-Chairs is open until such time as either of the Co-Chairs voluntarily decides to stand down and/or the Group ceases to exist. The Mayor will appoint a new Co-Chair as a replacement should the Group continue.

### **Review**

This Terms of Reference will be reviewed two-yearly by the Group, or sooner at the request of a majority of the Group or at the request of Napier City Council.