

Appendix C

Task & Finish Group

'Terms of Reference'

Older Person's Strategy – Task & Finish Group

Terms of Reference

1. Members & Officers:

Cllr Jenny Miles, Labour Party (Chair)
Cllr Chas Townley, Labour Party
Cllr Norman Kay, Green Party
Cllr Julie Job, Conservative Party
Cllr Phil McAsey, Conservative Party
Ian Allan, Tenant Representative (optional)
Sadie Tazewell, Tenant Representative (optional)

Kimberley Read, Sheltered Housing Project Manager
Chris Horwood, Project Officer
Petula Davis, Principal Projects Officer
Lynne Mansell, Principal Sheltered Housing Officer
Lucy Clothier, Principal Accountant
Chris Eadie, Tenant Liaison Officer (additional resource if required)

2. Scope of Group:

“To explore the expectations of the ‘next generation’ in relation to SDC’s older people’s housing.”

The outcomes should enable SDC to develop an Older Person’s Housing offer for its’ current and future stock. The housing offer should be fit for purpose now and for future tenants and should enable flexibility within the stock to adapt to future demands.

The remit of the group does not extend to looking at new build sites, or sites for extra care. It is solely focussed on SDC’s housing stock and does not cover private sector housing.

3. Sources of Information:

There are a variety of methods of gathering information, for example:

- Telephone survey (500 respondents) company would be procured and demographics considered when selecting numbers (phone survey company would analyse the feedback).
- Online survey – based on our website and linked to Facebook and other social media outlets (SDC would need to analyse feedback).

- Refer to feedback and analysis from the Gloucestershire County Council survey undertaken this year around 'Housing with Care'.
- Arrange site visits around some of the Sheltered Housing schemes. Invite SDC staff from other service areas and possibly tenants for feedback.

4. Deadline:

The group should work towards the following deadlines:

- To provide a verbal update at December Housing Committee.
- Provide a written report at February Housing Committee - the report will need to be ready for legal & financial imps by 15th January 2019 with the final report sent to Democratic Services by 22nd January 2019.

5. Visits:

It is recommended that the Task & Finish Group consider visiting a number of SDC's Sheltered Housing schemes to understand what the current housing offer for older people looks like. It is also recommended that the group visit Sherborne House, Stonehouse which has been modernised recently as a pilot project. This will help the group to understand what can be achieved. Schemes to visit should be agreed at the first meeting.