

Memorandum of Understanding between The Vale 50+ Strategy Forum and the Vale of Glamorgan Council

A **Memorandum of Understanding** is a document that shows the agreement between two organisations explaining how they will work together.

Aims

This Memorandum of Understanding (MOU) builds on the current partnership between the Vale 50+ Strategy Forum and the Vale of Glamorgan Council.

It describes the general principles in respect of the agreement between the parties, but it is not contractually binding.

The MOU is intended to recognise the enormous contribution made by the Forum and the productive relationship that exists between the Forum and the Council in delivering the Council's vision for strong communities with a bright future.

The MOU sets out clear definitions of the responsibilities and expectations of the Council and the Forum in working together.

The MOU provides a framework for ongoing collaboration and is an agreement built on the principles of integrity, trust and mutual respect.

This MOU has been developed as a collaborative exercise between the Forum and the Council and reflects the priorities for both organisations in ensuring there is a strong and active 50+ Forum in the Vale that provides a voice for the over fifties locally and nationally.

Signed
For The Vale of Glamorgan
Council

Signed
For the Vale 50+ Strategy Forum

1. Purpose

This document helps us to:

- provide a clear framework within which the Forum and Council can work together in ways which are beneficial to both organisations and which support and promote the needs and well-being of the over fifties.
- set out how the two organisations will work together and support each other and build on the strong relationship which exists between the organisations since the Forum was first established.

The MOU sets out how the relationship between the Council and the Forum has developed, our shared values, and sets out the roles and responsibilities and how we support each other's aims.

The MOU forms part of a wider suite of policies and documents that show how the Forum works, it's role and expectations as and the relationship between the Forum and the Council.

The MOU covers:

- The History of the Forum;
- Conduct;
- Promoting the Forum;
- Regional and Partnership Working;
- Health and Safety;

- Data Protection.

2. The History of the Forum

The Vale 50+ Strategy Forum (formerly the Vale Older Peoples Strategy Forum) was established in 2004 and since then has grown in its remit, profile and influence.

The Forum works to champion the needs and voices of those aged fifty and over across the Vale of Glamorgan in local and national decision making.

Funding from Welsh Government to support the work of the forums was made available to local authorities up to 2011 in the form of a grant. Since 2011 the funds have formed part of the Revenue Support Grant (RSG) allocated to local authorities. The Vale of Glamorgan Council has continued to allocate funding to support the Forum and the Older Peoples Strategy.

The Forum has a constitution and an Executive Board who meet on a regular basis.

The Forum is a member of Glamorgan Voluntary Services (GVS) and benefits from the advice and support that GVS offer.

The Forum has a strong association with the Council and both organisations value the relationship and recognise the mutual benefits of working together.

3. Guiding Principles and Shared Values

The Council and the Forum have agreed a number of shared values and guiding principles that reflect the relationship between the Council and the Forum. These are to:

- offer equality of opportunity for all people living in the Vale of Glamorgan, regardless of race, colour, sex, sexual orientation, age, marital status, disability, health status, language preference, religion or family/domestic responsibilities.
- support, value and recognise the contribution of volunteers;
- encourage and enable people to get involved, participate in their local communities and shape local services;
- actively encourage partnership working between public, private and voluntary sectors to improve the quality of life for older people;
- be open, honest, respectful and transparent in our work;
- ensure the work of the Forum is non-political and focuses on the needs of the 50+ community across the Vale;
- be inclusive in our work and ensure that meetings, events and information are accessible for all;
- support the work of the Vale of Glamorgan Public Services Board to make the Vale become an Age Friendly Community.

4. Supporting Each Other

Vale 50+ Strategy Forum

The Forum aims to provide an effective voice for the over 50's in the Vale of Glamorgan and to support this aim they have agreed a number of objectives. These are to:

- ensure that the opinions and views of the over fifties have an effect on decision and policy making in the Vale of Glamorgan and in Wales;
- challenge age discrimination;
- support the development of policies to tackle poverty and social exclusion;
- promote the overall wellbeing agenda including over fifties physical activities, screening and vaccination programmes and active travel;
- promote the development of more joined up services to meet older people's needs;
- support the four [priorities](#) of Older Peoples Commissioner:
- Ensuring older people can:
 - Access the information, services and support they need;
 - Feel safe in their homes, communities and relationships;
 - Be treated fairly and their contribution is recognised; and
 - Make their voices heard and have choice and control over their lives.

These priorities and objectives also link to and support the Welsh Government's ['Age friendly Wales: our strategy for an ageing society'](#) and its four aims:

- enhancing older people's lives;
- improving local services and environments;
- building and retaining people's own capability;
- tackling age related poverty.

This work will also support the work to become and [Age Friendly Vale](#) linking to many of the Age Friendly domains recognised by the World Health Organisation as important aspects of an age friendly community.

The Forum has an Executive Group with a Chair and Vice Chair and also a number of topic groups.

Executive members serve a four year term and the Chair and Vice Chair are elected annually. Decisions are ratified at the Annual General Meeting.

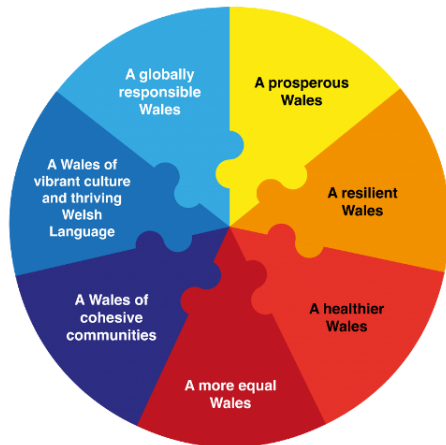
The Vale of Glamorgan Council

The Council has a pivotal role in shaping the future of its area.

The Council's overall vision for its area is one of "strong communities with a bright future".

The Council's Corporate Plan sets out a series of well-being outcomes and objectives which contribute to achieving the national well-being goals and improving economic, social, environmental and cultural well-being.

The Well-being of Future Generations Act puts in place the sustainable development principle which means that certain organisations, like the Council must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

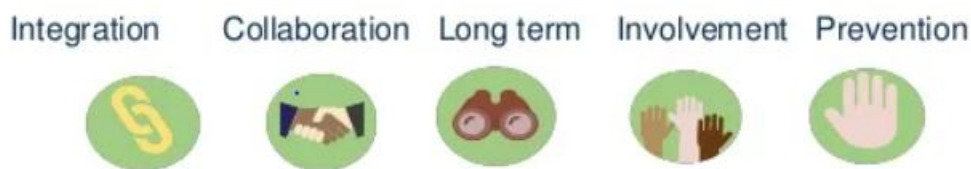


The Council takes into consideration five things in order to demonstrate that it has applied the sustainable development principle.

Following these ways of working will help us all work together better, avoid repeating past mistakes and tackle some of the long-term challenges we are facing.

The five ways of working are:

- **Long term:** The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs;
- **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives;
- **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies;
- **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives;
- **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.



The Council is committed to working with partners to meet the needs of older people in the Vale.

The Council will promote the needs of older people through the Public Services Board and the Regional Partnership Board ensuring that the needs and aspirations of the over fifties are considered.

The Council will also work with Welsh Government and the Older Peoples Commissioner to ensure that the diverse needs of the over fifties are reflected in national policy and local action.

A joint commitment

In working together the Council and the Forum will consider how they are maximising their contribution to the national well-being goals and how the five ways of working are embedded in their activities.

Both organisations will be mindful of each other’s priorities and the contribution they can make to achieving these priorities.

The organisations recognise the benefits of a good working relationship and the need to work together to meet the needs and aspirations of older people.

It is important that the Forum has an independent voice and that both organisations are mindful of doing anything to the detriment of each other’s reputation.

Both organisations will respect the need for the Forum to at times be challenging and questioning and to be a critical friend holding the Council and other organisations to account. Similarly, at times the Council may question a course of action which the Forum wishes to take to ensure that at all times the aims and objectives set out in this

MOU are met.

Both organisations recognise the need to promote equality, to be respectful in their dealings with each other and with members of the public and other organisations and to recognise the importance of safeguarding and protecting vulnerable individuals.

Both organisations have a responsibility to ensure the safety and well-being of Forum members and those invited to participate in the work of the Forum.

5. Working Together

This MOU is between the Council and the Forum. It provides a framework for the good working relationship between the two organisations who have agreed the following commitments.

The Council will:	The Vale 50+ Strategy Forum will:
What we do	
Respect the views and work of the Forum and the need for the Forum to maintain an independent voice.	Recognise the support offered by the Council and the need to work closely with officers and councillors, with constructive challenge to ensure the needs of older people are met.
Engage with the Forum on policy and service developments which will have an impact on the over fifties and respond to their feedback.	Engage with the Council on matters relevant to the over fifties and enter into a constructive dialogue about potential policy and developments.
Allocate responsibility to a	Inform the Council of any changes

The Council will:	The Vale 50+ Strategy Forum will:
What we do	
designated team within the Council to be the first point of contact for the Forum.	in positions within the Forum e.g. Chair, Executive members.
Assist the Forum in making contact with relevant officers within the Council, councillors and other organisations.	Actively seek to engage with officers from the Council and other organisations to ensure an appropriate dialogue about matters that concern them.
Work with the Forum to ensure there are robust governance arrangements in place including a constitution, policies and procedures and that these are regularly reviewed.	Work with the Council to ensure that the Forum has robust policies and procedures in place, to identify any gaps and to participate in the regular review of governance arrangements for the Forum.
Appoint an Older Persons Champion who will engage with the Forum and promote the needs of the over fifties.	Engage with the Older Persons Champion.
Participate in the induction programme for new Executive members.	Develop and deliver an induction programme for new Executive Members.
Hold regular meetings (at a minimum quarterly) with the Executive Chair, and where appropriate the Executive Vice Chair and wider Executive Members.	The Executive Chair Executive Vice Chair and where appropriate the Executive Vice Chair and wider Executive Member will attend regular meetings with the Council.
Review each year the support available to the Forum for the	Engage with the Council regarding Forum priorities and support for

The Council will:	The Vale 50+ Strategy Forum will:
What we do	
next financial year.	the coming financial year.
Administer relevant paperwork with regards to ordering and paying invoices on behalf of the Forum. The Council will also work with the Forum with regards to meeting arrangements.	Ensure that any support provided by the Council is used appropriately and to further the work of the Forum and its agreed objectives.

The Council will:	The Vale 50+ Strategy Forum will:
Conduct	
The Council will support the Forum to ensure that the Forum has appropriate policies and procedures in place for: <ul style="list-style-type: none"> • Equal Opportunities and Diversity; • Safeguarding; • Code of Conduct; • Complaints and disciplinary procedure. 	The Forum will ensure that all members are aware of Forum policies with regards to: <ul style="list-style-type: none"> • Equal Opportunities and Diversity; • Safeguarding; • Code of Conduct; • Complaints and disciplinary procedure.
Officers of the Council will treat members of the Forum with respect and conduct themselves in a professional manner when dealing with the Forum.	Forum members will pay due regard to the above policies when representing the Forum and will treat officers of the Council, Councillors, representatives from other

	organisations and members of the public with respect.
Ensure that it does not bring the Forum in to disrepute.	Ensure that through their work they do not bring the Forum or the Council into disrepute.

The Council will:	The Vale 50+ Strategy Forum will:
Regional and Partnership Working	
Encourage and facilitate the Forum to develop links and undertake joint activities with other groups e.g. the Youth Forum or neighbouring 50+ forums.	Actively seek opportunities to work with other groups to improve local well-being and to meet the diverse needs of older people.
Support the Forum to participate in regional and national activities.	Actively participate in national and regional opportunities and ensure older people have a voice and influence.
Engage with the Forum regarding the development of corporate and partnership priorities.	Engage with the Council regarding the setting of priorities for the Forum.

The Council will:	The Vale 50+ Strategy Forum will:
Promoting the Forum	
Promote the work of the Forum across the Council and to partners.	Assist the Council and other partners in a range of activities e.g. consultation, service improvement, promotion of services and information. (As the Forum are all volunteers the levels of engagement will vary from time to time).

Promote the work of the Forum through a range of media channels and support the Forum to promote their own activities.	Actively promote their work and information and services provided by others that are of relevance to the over 50's.
Work with the Forum to reach the different communities across the Vale and ensure that the Forum is representative of local communities.	Work with the Council and other bodies to ensure that over fifties across the Vale are able to attend meetings and events and participate in the Forum.

The Council will:	The Vale 50+ Strategy Forum will:
Health and Safety	
Work with the Forum to ensure that health and safety considerations are followed and that relevant risk assessments are undertaken as necessary.	Seek advice from the Council with regards to Health and Safety matters, attend relevant training and ensure that all procedures and advice are followed.
Provide training and information to the Executive and other members of the Forum as appropriate with regards to health and safety.	The Executive and relevant Forum Members will attend Health and safety training and ensure that when planning and holding events that relevant risk assessments are completed and health and safety guidance is followed.

The Council will:	The Vale 50+ Strategy Forum will:
Data Protection	
Maintain a membership database on behalf of the Forum and hold all relevant data with regards to Forum members in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.	Seek advice from the Council with regards to data protection matters, attend relevant training and ensure that all procedures and advice are followed.
Ensure that personal data is not shared without the consent of the individual.	Ensure that personal data e.g. telephone numbers and email addresses are not shared unless they have been given consent to do so by the data owner.
Ensure that those responsible for managing the records of the Forum have received appropriate GDPR and DPA training.	The Executive and relevant Forum Members will attend GDPR training.

6. Monitoring and Reviewing the Compact

This MOU will be reviewed every two years or sooner if there is an agreed need to do so.

Approved – October 2018
Reviewed – September 2021
Reviewed – August 2023
Reviewed – September 2025