

## Operational Framework

**Purpose** – CO50 is an independent organisation, promoting the interests, participation and engagement of older people in the County Borough and providing them with an opportunity to express, publicise and present their views, opinions or complaints. We promote the creation of Age Friendly Communities in Wales and support Covid recovery.

**Constitution** - CO50 has a constitution that has been “approved” by GAVO that is intended to ensure good governance of the Forum. Because the Constitution can only be amended by a General meeting of members, other policy papers have been agreed that may be modified when appropriate by the Steering Committee.

**Appoint Forum Officers** – officers are elected annually by voting members on the Steering Committee to provide leadership to the Forum which is administered by the Steering Group. All executive powers of the Forum are exercised through the Steering Group voting members.

**Meetings** – Regular meetings of the Steering Group are held periodically as determined by the Steering committee. Such meetings are minuted. Attendance and participation by the Council and Third Sector organisations and others is welcomed with observer status. CO50 will hold an Annual General meeting and, exceptionally, General meetings, as defined in the constitution.

**Membership** –residents in the County are encouraged to become members. This makes it possible to contact them directly to provide information or seek their opinion. The Steering committee should seek to promote contributions from members. A register of members is maintained in accordance with the provisions of the Data Protection Act 1988.

**Communications** – It is important that Committee members regularly review their emails and respond and interact with other Committee members. Members should also raise awareness of CO50 through their general contacts and provide information and guidance relevant to older people. CO50 should establish adequate resources to provide regular communications through a website, social media, written form, leaflets etc or through contributions to other organisations.

**Projects** – The Steering committee will approve undertaking (subject to funding and/or support) local projects in partnership with others to improve the lives of older people, including intergenerational work.

**Finance** – CO50 will maintain a Bank Account. The Committee will maintain an awareness, through partners, of the availability of grants and make applications where appropriate.

**Local Council** – While CO50 is an independent organisation, it will seek, where it considers it beneficial to local residents, to support the local Council in its initiatives. This is epitomised currently as the initiative on developing an Age Friendly Community. We will encourage officers from across relevant Council teams to continue to attend our meetings and share information, as well as assisting in projects. Attendance at meetings and interaction with our Older Persons Champion is encouraged.

As well as working with and supporting appropriate Council initiatives, we will continue to seek their support for our activities. This would include support for special events e.g., AGMs, conferences, and seminars etc.

**Consultation** – CO50 will comment on various relevant consultations from national and local government to ensure our local voice is heard.

**National Representation** – CO50 will fully participate in interactions with Cymru Older People's Alliance. This will ensure that older people's views are represented to Welsh Government, The Older People's Champion and Age Cymru.