

Chairs of English Forums on Ageing 28 August 2013

Attendees

Peter Coleing	East of England - Future East (Chair)
Kevan Larkin	Future North West
Liz Mandeville	East Midlands Later Life Forum
Shelagh Marshall	Yorkshire & the Humber – Future Years
Peter Dale	South East England Forum on Ageing
Terry Paget	West Midlands Later Life Forum
David Shalit	Positive Ageing in London
Tony Watts	South West Forum on Ageing
Russell Taylor	DWP (For NEA Workshop Session)
Simon Wilkinson	DWP (For NEA Workshop Session)
Kandy Woodfield	NatCen Social Research (Big Lottery Evaluation)
Andrea Tinker	King's College London (Big Lottery Evaluation)
Ken Cooper	DWP – Notes

Apologies

Anne Bailey	West Midlands Later Life Forum
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Welcome and Action Points

1. Meeting began by establishing position of Chair. Peter Coleing was the only nomination and was accepted as Chair for a two year period. Kevan voted against, on principle, as he felt strongly that the Chair position should be independent as there was a potential conflict of interest if a regional chair was also chair of the group.
2. There followed a general discussion around the need for a review of the Terms of Reference for the group and some Governance processes. Liz proposed that given the full agenda, the group should spend a couple of hours before the next meeting looking at these with reference to the outcomes from the meeting held on 15th April. This suggestion was accepted by the group. **(Action Point: Ken to arrange for the room to be booked for an extra 2 hours before next EFA Chairs meeting)**
3. Ken went through the Action Points from the last meeting. 1 & 6 cleared; The Parliamentary Outreach Service was unable to attend this meeting but have been booked in for November. The TOR will be covered at the pre-meet to the next Chairs meeting.
4. David explained that he had met with Kate Adams (AP3) but that due to a restructuring within Age UK she was now responsible the Age UK Friends network. Caroline Abrahams has taken on the role of stakeholder liaison. This was seen as good news by the group as Caroline was already engaged as joint chair of the AAA Partnership Development Group. It was

agreed to invite Caroline to the next meeting. **(Action Point: Ken to invite Caroline to the next meeting).**

5. AP 5 will be carried forward as a new action point asking for questions for Caroline in advance of the next meeting **(AP)** Alan suggested that the Forums approach Age England groups if they wanted to get a regional Age UK representative..

UKAFA

6. The group felt that they needed to be more involved in agenda of UKAFA. It was felt that Forums needed to inform and influence the agenda by participating in discussions about suitable items. There was consensus that there should be a representative of the Chairs group, probably the Chair, at UKAFA, in addition to the regional representatives. It was felt that this was necessary as the Chairs were looking at issues from a national, rather than a regional perspective.
7. Kevan thought that there should be more individual questions for Ministers as it was important that members of the regional forums were able to ask questions, and there wasn't enough time under the current arrangements with some never getting a chance to speak.
8. There was a discussion around the UKAFA Review, and the number of older people representatives. Shelagh said that she believed that there was a limit of 30 members. Ken confirmed that was indeed the number of members (made up of older people representatives and stakeholders) established when UKAFA was set up, but pointed out that numbers frequently exceeded this due to visitors. Although not members, visitors were always encouraged to join in table discussions. Ken also said that the UKAFA Review had been discussed at the last meeting and was a planned item on the upcoming meeting.
9. With regard to questions to the Ministers, Ken said that their time was limited, and agendas usually revolved around their availability. It was impractical for everyone to ask a question, but no one was deliberately excluded. *Note:* if members have questions that they did not have a chance to ask, there is always the option of writing them down and DWP will ensure that they get to the Minister.
10. It was felt that the Forums needed earlier sight of the agenda so that they could brief their representatives on any issues that they wanted raised. A number of members stated that they held meetings of their Forums a few weeks in advance of the UKAFA meeting to ensure that this happened. Ken pointed out that it was very difficult to provide an agenda too far in advance as very often Gwen was still trying to get confirmation of content and sign off from the Ministers. However, she always aimed to send out the planned agenda at least a month in advance of the meeting to enable the Forums to do that very thing. *Note:* The outline agenda for the September meeting had been sent out by Gwen on the 23rd August.

Ken suggested that he ask Gwen to attend the next Chairs meeting to explain how the agendas were constructed, and the constraints involved. This was agreed. **(Action Point: Ken to invite Gwen to next meeting to discuss UKAFA)**

Mobility Vehicle Survey

11. Ken outlined to the group the background to this agenda item. The Department for Transport (DfT) had attended the last UKAFA meeting and run a session on Mobility Vehicles. In subsequent conversations with them regarding the AAA Transport Working Group it had been established that they were missing information around the purchase of vehicles and whether or not they were insured and had received training in their use. The Transport Working Group had offered to help with this and had put out a request in its Monday update a few weeks ago.
12. Ken thought that this would be a really good opportunity for the Forums to demonstrate to a government department its reach and ability to tap into the views of a large number of older people. Ken had produced a first draft of a questionnaire that he proposed the Forums circulate to their members with a view to providing the DfT with some sound data which they could use when considering any changes to the Regulations.
13. The group welcomed the idea and provided some useful suggestions on how to improve the questionnaire. Ken said that this had been a first draft and the intention would be to tidy it up and enable people to complete electronically if they wanted to, whilst keeping it simple enough to be printed out and completed manually if necessary. The plan was to send the completed form out with the meeting notes along with an introduction explaining why the survey was being conducted.
14. Alan made the point that a lot of older people depend on these vehicles to remain active in the community, and if regulations force users to have insurance and training, the effect could be to prevent these people from getting about. Ken said that this was the very point made by DfT at UKAFA; they were conscious that over regulation could have a detrimental effect, but at the same time, the rapid increase in the number of vehicles in use, and the increasing number of accidents involving them, meant that changes in the Regulations had to at least be considered. **(Action Point: Ken to send electronic copy of the questionnaire with the meeting notes)**

NEA Workshops

15. Russell and Simon attended the meeting and provided some further background information about this year's round of NEA Workshops.
16. National Energy Action, the Department for Energy & Climate Change (DECC) and British Gas are keen to again use the EFA structure to get

their messages out, and train this year an even larger number of older people to become Energy Efficiency Advocates. DECC and British Gas will provide funding for 51 workshops although 6 of these will be held in Wales. A slight complication is that of the 51 workshops, British Gas will only initially fund NEA to deliver the first 10 workshops. Funding for a further 14 will be released once the first 10 have been successfully delivered. British Gas is also asking the EFAs to target (where they can) specific places; listed below:

- East Midlands – Northamptonshire in particular
- East of England - East Anglia in particular
- North East – any area
- North West – Lancashire and Manchester in particular
- South East – Sussex in particular.
- South West – Cornwall in particular
- Yorkshire and Humberside – any area

17. DECC is not being as prescriptive with NEA. We should however plan for successful delivery and on the basis of all workshops being held..
18. NEA will once again be issuing advocates with resources to improve their awareness of schemes and services (particularly with the emerging ECO and Green Deal programmes) and to cascade Top Tips to others. In addition, this year the resources will include messages and material from the Gas Safety Charity, the Electrical Safety Council, and the Fire & Rescue Service.
19. To summarize – Funding is available for NEA to put on **5 events per region**, with between **25-30 older people** attending each workshop. British Gas and DECC are providing **£50 per session** towards venue hire or refreshments, but please note this is the only additional funding available for the EFAs..
20. All English Forums on Ageing are asked to identify up to 6 potential sessions and a possible 3 dates for delivery of each session as this will help NEA to allocate sessions around existing training staff commitments. Sessions last about 2 -2.25 hours. The applicant is responsible for venue and other costs associated with delivery of sessions and ensuring the availability of a screen, and ideally a projector and laptop with Powerpoint 2007 (or above) facilities. Sessions can be back-to-back for example one morning and one afternoon in the same location, or one in the afternoon and a further one the following morning etc. NEA will attempt to agree at least 5 sessions per region in England and Wales, but this will be dependent on staff availability. In addition, if demand is greater in one region and less so in another, NEA will seek to make up the shortfall by offering more than 5 sessions to those who request them.
21. The closing date for applications is **27 September 2013** at the latest. Applications should be submitted to Lynsey Thompson at NEA as soon as possible and **CC'd to Russell and Simon**. NEA will get back to confirm

awareness sessions with applicants as soon as application forms are received on or before 27 September. If any sessions go unallocated in a region, these will be allocated at NEA's discretion to those who are requesting more than 5 sessions. The programme will run through until next March, but we are keen to see the majority of the workshops completed in this calendar year.

NatCen bid for BIG Evaluation & Learning Contract

22. Kandy Woodfield from NatCen and Andrea Tinker from the British Society of Gerontology outlined to the group the Big Lottery Funds 'Fulfilling Lives: Ageing Better Programme and NatCen's intention to put in a tender for the evaluation contract..
23. The group were referred to the Evaluation and Learning Contract note that had been circulated. This briefly explained the programme, it's objectives and outcomes and the key role older people would play in the design and delivery.
24. Kandy and Andrea explained how they hoped to work with the relevant forums (the areas of the pilots had not yet been announced) in ensuring that the evaluation fully reflected the views of older people. The evaluation bidding process asked for the involvement of older people and they felt that working with the forums would be the best way of fulfilling these criteria.
25. They were looking for help to engage with older people and in particular those that were considered hard to reach. Terry advised the group of a paper produced by the Department of Health which he agreed to circulate. **(Action Point: Terry to provide the DH report on Hard to Reach for circulation with minutes)**
26. In answer to questions about how the programme outcomes would be measured, Kandy said that the evaluation would measure the outcomes from individual project interventions; but as these had not yet been selected, it was difficult to be too specific as these would depend on what the projects did.
27. Liz asked whether residential care was going to be included, as often these people are very isolated. Kandy said that again it would depend on the projects selected. Peter suggested that once the areas are confirmed, NatCen might like to visit the relevant regions. Kandy asked if she could have contact details for the Chairs. **(Action Point: Ken to supply NatCen with the Chairs contact details)**
28. The group thanked Kandy and Andrea for their presentation and reaffirmed that all the regions were interested in working with NatCen if their bid was successful.

29. Subsequent to the meeting, NatCen contacted Ken to confirm to the group that:

- NatCen would build into it's tender the fact that working with the EFAs was a key part of their bid;
- That if their bid was successful they were also building into their bid some funding to offset the costs of refreshments etc;
- That they would like a representative from the Chairs, if they were successful, to sit on the Advisory committee for the project.

Regional Updates

30. York & Humber highlighted their forthcoming Conference & AGM.

31. SEEFA reported that they had held a successful Symposium at the House of Commons in May.

32. The North West will also be having an AGM which combines a conference and workshops.

33. The East Midlands are having a series of workshops looking at a variety of topics.

34. West Midlands have involved Housing Associations in meetings and discussions on older people issues.

35. East of England are having a Ministers Round Table on 11th September and DECC are holding a cold related deaths workshop on 19th October.

AOB

36. There was no AOB.

**Next Meeting of the English Chairs Wednesday 13th November 2013
Room G.42 Caxton House**

Summary of Action Points from EFA Chairs meeting

- AP1: Action Point: Ken to arrange for the room to be booked for an extra 2 hours before next EFA Chairs meeting** (Cleared; room booked from 10.00 – 12.00 for pre meet followed by EFA meeting 12.00 – 16.00)
- AP2: Ken to invite Caroline Abrahams to the next meeting.**
- AP 3: Ken to invite Gwen to next meeting to discuss UKAFA** (Cleared, Gwen to attend next meeting)
- AP 4: Ken to send electronic copy of the questionnaire with the meeting notes** (Cleared, Survey attached to notes)
- AP 5: Terry to provide the DH report on Hard to Reach for circulation with minutes** (Cleared, report attached to notes)
- AP 6: Ken to supply NatCen with the Chairs contact details** (Cleared, contact details sent to NatCen)