

## HOUSING, HEALTH, AND AGEING WELL DELIVERY GROUP (HHAWDG) TERMS OF REFERENCE

### 1. Context

- 1.1 The Housing, Health, and Ageing Well Delivery Group (HHAWDG) has been formed by the Lincolnshire Health and Wellbeing Board (HWB) with effect from January 2024, merging the Housing, Health, and Care Delivery Group (HHCDG) created in 2017 and the Ageing Better Partnership Steering Group created in 2020.
- 1.2 The HHAWDG focuses on closer integration between housing, health, care, and the community and voluntary sector (CVS) to address shared issues and align strategies to complement each other.
- 1.3 Housing is primarily the domain of the seven district councils in terms of direct provision, through other social housing providers, in their strategic housing role and through their development and Planning functions. Planning and design guidance also plays an important role in creating healthy environments for ageing well. The HWB recognises these important roles and the need to engage with the housing sector to promote better integration of health and wellbeing and housing.
- 1.4 Lincolnshire has a strategic partnership with the Centre for Ageing Better (referred to as Ageing Better (AB)) in place until the end of July 2025. The HHAWDG oversees the Memorandum of Understanding (MoU) that sets out how the signatories to it (Ageing Better, Lincolnshire County Council (LCC) and East Lindsey District Council (ELDC)) engage to ensure they take a whole county approach to ageing well during the partnership and in future.
- 1.5 The strength of the HHAWDG is in bringing together a range of people from different organisations and stakeholders, to maximise knowledge, expertise, and impact, to deliver a robust, partnership approach to housing issues for people with care and support needs and with a focus on ageing well. To ensure continued effectiveness on this it is important that the right representatives from all relevant organisations are members of the HHAWDG. These members will ensure that there are communication mechanisms in place within partner organisations to enable information about the priorities and recommendations of the HHAWDG and HWB to be disseminated and action taken to ensure that the health and wellbeing of the people of Lincolnshire is improved.

### 2. Housing, Health and Ageing Well Delivery Group

#### 2.1 Purpose and Aim

**The aim of the HHAWDG is to provide strategic direction and oversight to the wider Homes for Independence and ageing well agendas in an integrated, collaborative manner. Partners will work together to research and secure the best outcomes and opportunities for people with care and support needs and people approaching later life across Lincolnshire, focusing on the areas that will make a transformational difference to people's lives, including homes, employment, communities, and health.**

## 2.2 Objectives

The objectives for the HHAWDG are:

- 2.2.1 To support the HWB to integrate housing into the wider health and wellbeing agenda.
- 2.2.2 To add to the evidence base (the Joint Strategic Needs Assessment (JSNA)) and share learning on good homes for people of all ages and what works to positively influence how those currently in their 50s and 60s can enjoy a good later life.
- 2.2.3 To understand and address the impact of poor housing on health outcomes and service pressures.
- 2.2.4 To contribute to the delivery of the Joint Health and Wellbeing Strategy for Lincolnshire, including the priorities not overseen by the HHAWDG in relation to ageing well (i.e., carers, dementia, healthy weight, mental health, physical activity).
- 2.2.5 To be the mechanism for matching housing development opportunities with evidenced need as well as commissioning requirements and strategies.
- 2.2.6 To maximise opportunities and circumstances for joint working and integration of services whilst making the best use of opportunities and processes to prevent duplication or omission within Lincolnshire.
- 2.2.7 To agree priority objectives to address key housing and ageing well issues and implement Delivery Plans of actions.
- 2.2.8 To implement recommendations from Ageing Better's Good Home Inquiry such as establishing a Good Home Hub for information and advice on securing, maintaining, managing, and adapting a good home.
- 2.2.9 To support the creation of healthy environments, connected communities and an age-friendly county and reduce social isolation and loneliness.
- 2.2.10 To help working-age adults with disabilities and care and support needs, and older adults, to secure and stay in good quality work for as long as they want, including promotion of age-friendly employment practices for an older workforce.
- 2.2.11 To explore opportunities to pool resources to secure best value for money and progress as appropriate.
- 2.2.12 To act as a conduit to a wider network of multi-agency partnerships, housing agencies and providers including other social landlords.
- 2.2.13 To ensure a focus is maintained on the accommodation needs of a range of cohorts of people with care and support needs:
  - Children and young people (including looked after children, care leavers and vulnerable families).
  - Working age adults with learning disabilities, autism, and mental health problems.
  - Older people and people preparing for later life.
- 2.2.14 Provide reports on progress to the HWB annually or as required.
- 2.2.15 To act as a single voice for housing, health, care and ageing well and enable the HWB to influence the national agenda and lobby Government on key issues.

## 2.3 Membership

- 2.3.1 It is proposed that the HHAWDG will identify nominated local government elected member and officer representation from:
  - The HHAWDG Co-Chairs will be the Lincolnshire County Council (LCC) Executive Councillor for Adult Care and Public Health and the East Lindsey

District Council (ELDC) Portfolio Holder for Housing, Communities and Better Ageing.

- Elected members (**one** lead councillor with responsibility for one or more of community wellbeing, housing, or ageing well) and **one** senior housing or wellbeing officer from:
  - Boston Borough Council (BBC)
  - City of Lincoln Council (CLC)
  - East Lindsey District Council (ELDC)
  - North Kesteven District Council (NKDC)
  - South Holland District Council (SHDC)
  - South Kesteven District Council (SKDC)
  - West Lindsey District Council (WLDC).
- Lincolnshire County Council (LCC) Executive Support Councillor for Adult Care and Public Health and **one** senior officer representative from:
  - Adult Care
  - Children’s Services
  - Public Health.

Other members of the HHAWDG are from:

- Centre for Ageing Better (AB)
- Community and Voluntary Sector (CVS) representative(s)
- Department for Work and Pensions (DWP) local representative
- Lincolnshire Community Health Services (LCHS)
- Lincolnshire Fire and Rescue (LFR)
- Lincolnshire NHS Integrated Care Board (ICB) representative
- Lincolnshire Partnership NHS Foundation Trust (LPFT)
- Lincolnshire Police (Police)
- National Centre for Rural Health and Care (NCRHC)
- Primary Care (General Practitioner (GP) representative
- Registered Providers (Housing Associations) local representative(s)
- The University of Lincoln (UOL)
- United Lincolnshire NHS Hospital Trust (ULHT)

2.3.2 In order to ensure that membership is representative of all aspects of the housing, health, care, and ageing well agendas – organisations can identify a substitute representative (whether an elected member and/or senior officer) where portfolios or areas of relevant responsibility are separate. For example, strategic housing, social housing, and private sector housing may sit in different areas and the overarching health, care and community wellbeing role be in one of those or another area. In addition, to meet the changing requirements of the agenda, membership can be flexible to allow nominated representatives of the delivery group to send a named substitute to attend meetings in their absence or if most agenda items are more relevant to that substitute. Substitutes or additional attendees will not be included in communications regarding the HHAWDG and so to ensure a consistent flow of information members will need to disseminate. It is envisaged that all representatives and their substitutes will communicate prior to any meetings to agree key messages from their respective organisations.

### 3. Conduct of Business

#### 3.1 Governance and Accountability

3.1.1 The Co-Chairs of the HHAWDG will report directly to the HWB. The Co-Chairs will also ensure regular reporting to other relevant forums (e.g., Lincolnshire Leaders and Chief Executives Group(s)) but delegate to other HHAWDG members as appropriate to attend and present depending on the situation. The HWB meets at least four times a year, including an AGM, and will receive updates from the HHAWDG in line with reporting mechanisms or requests. A half yearly update will be provided to the Lincolnshire Chief Executives Group. Each organisation on the HHAWDG will be responsible for reporting back into their internal officer and elected member governance structures.

3.1.2 There are several multi-agency partnerships supporting the Homes for Independence and ageing well agendas. Two groups will support implementation of the HHAWDG Delivery Plans – Lincolnshire Housing and Health Network (LHHN) and the Specialist Adults Accommodation Strategy Group (SAASG). These groups will in turn oversee other subgroups, networks, and operational working groups on specialist areas of housing, health and ageing well activities. A series of short-term task and finish groups may also be developed by the HHAWDG and/or subgroups to address specific areas of work. Action leads will report into the HHAWDG in readiness for any relevant information to be escalated to the HWB.

#### 3.2 Frequency of Meetings

There will be eight meetings each year, one every six weeks.

#### 3.3 Agenda and Notice of Meetings

3.3.1 The agenda for each ordinary meeting of the HHAWDG will be against the following headings:

1. Welcome, Introductions and Apologies
2. Minutes from the Last Meeting, Actions and Matters Arising
3. Homes for Independence Delivery Plan (Quarterly) or Ageing Well Delivery Plan (Quarterly) (Alternate meetings)
4. Discussion Items
5. Subgroup and Network Updates (Each group scheduled quarterly)
6. Information Items for Noting
7. Housing, Health, and Ageing Well Board Forward Plan
8. Future Scheduled Meeting Dates

3.3.2 The appropriate report template should be used when submitting a report see Appendix A. All Papers to be emailed to [accw.mso@lincolnshire.gov.uk](mailto:accw.mso@lincolnshire.gov.uk) at least 10 working days in advance of each meeting.

3.3.3 All agenda items or reports to be added to the forward plan at the meeting or by emailing [accw.mso@lincolnshire.gov.uk](mailto:accw.mso@lincolnshire.gov.uk) at least 10 working days before each meeting.

3.3.4 No business will be conducted that is not on the agenda except at the discretion of the Co-Chairs should time permit.

3.3.5 Agenda and reports will be circulated at least five clear working days prior to the meeting.

3.4 Programme Management Support

3.4.1 The Co-Chairs of the HHAWDG will be supported by LCC's Public Health Division (Public Health Programme Manager(s) and a Public Health Assistant) to administer meetings and oversee implementation of the Delivery Plans.

3.4.2 A pre-meeting will take place with the Co-Chairs and the Public Health Programme Manager(s) at least 15 working days before the meeting takes place to agree the agenda.

3.5 Minutes

A minute taker will be provided by LCC Business Support.

3.5.1 Draft minutes will be shared with the HHAWDG Co-Chairs and sent out accordingly with an action log.

3.6 Review

The Terms of Reference will be reviewed every two years or earlier if necessary or at the discretion of the HWB.

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