



Dementia Friendly Community Steering Groups

Terms of Reference

(reviewed August 2016)

Background and purpose

Dementia Friendly Community Steering Groups are local partnership initiatives established with the objective of encouraging, promoting and taking forward the development of dementia friendly communities based on the *16 Dementia Friendly Community Models* within the boundaries of each respective area (Northern, South Eastern, Southern and Western) .

These local initiatives have been developed in support of the regional Dementia Friendly Community initiative led by Alzheimer's Society and to provide a local multi-agency focus to taking forward the concept of dementia friendly communities.

Responsibilities

- Raise awareness of dementia and challenge misunderstandings and stigma surrounding dementia
- Increase the feasibility of people living with dementia to remain independent for as long as possible
- Enable the wider community to support people living with dementia to safely and independently access and make use of community and commercial facilities and carry out daily living tasks which helps to improve wellbeing and quality of life
- Support regional initiatives and develop pilot initiatives for dementia friendly communities

- Provide a mechanism for the flow of information between all stakeholders and local communities
- Encourage and strengthen links between the Dementia Friendly Community project and local communities
- Recruit and guide others through the process of working to become dementia friendly, sharing examples best practice and previous barriers
- Develop sustainability focus areas with the aim of sustainability of the Dementia Friendly Community initiative post March 2017
- Monitor and evaluate the progress of the Dementia Friendly Community initiative against pre-set goals
- Participate in the regional monitoring of the NI Dementia Strategy

Ways of working

- Each Steering Group will meet on a quarterly basis at venues to be agreed with each Council
- Minutes are to be kept by the Dementia Friendly Community Coordinator and agreed by all members of the group in attendance at the meeting
- A copy of minutes taken will be circulated via email to each Steering Group member within one week of the meeting taking place
- All agenda items must be forwarded to the Dementia Friendly Community Coordinator no later than one week prior to the next scheduled meeting
- Attendance must be confirmed or apologies sent via email to the Dementia Friendly Community Coordinator no later than one week prior to the next scheduled meeting
- In order to ensure efficacy of group meetings, it is invaluable that each member attends or sends a representative. Should they feel unable to do so, members should notify the Dementia Friendly Community Coordinator to discuss an alternative solution
- Members may be contacted between meetings for advice and updates on progress, should the need arise
- Sub-groups may be formed to work on specific issues as appropriate

Membership

Members of each Steering Group will be committed to delivering the outcomes outlined in “*Responsibilities*” and will have an Action Plan in place setting out what the role of the Steering Group is in achieving these outcomes. They will work together to help stimulate, support, encourage, promote and develop the Steering Group, local Dementia Friendly Communities and the sustainability of the Dementia Friendly Community initiative post March 2017.

Each Steering Group will include, where possible, representation from:

- at least one person living with dementia in the local community and/or a representative carer
- service users
- the local Council
- the Trust
- the *16 Dementia Friendly Community Models*; Care Homes, Clerical, Community Engagement, Councils/Local Government, Culture, Arts and Leisure, Domiciliary Care, Education, Financial Services, Health Professionals, Hospitals/Medical, Minority Groups, Pharmacies, Policing, Retail, Supported Housing, Transport.

Advisors may also support the work of the Steering Group and may include people who have previously sat on the group or those with national or international knowledge of issues.

Membership will be reviewed annually.

Subject to review.