

Shropshire Carers Partnership Board

Terms of Reference

March 2024

The Shropshire Carers Partnership Board (SCPB) has a strategic role in overseeing the development, commissioning, and implementation of services for unpaid carers in Shropshire, whatever their age, to ensure carers are supported.

Members of the Board will include unpaid carers and representatives from community groups, the voluntary sector, the local authority, social care providers and health organisations.

1. Aims

The Board will promote the interests and wellbeing of carers. The Board will:

- Develop a clear All-Age Carer Strategy that meets the needs of all carers in Shropshire.
- Monitor the strategy to ensure it remains relevant and effective.
- Use an open and fully co-produced process that supports and promotes the involvement of carers in all areas of service delivery.
- Direct and support the work of subgroups formed to action the priorities set by the Board.
- Discuss and address issues of common concern to carers in Shropshire.
- Facilitate the exchange of ideas and aspirations and share examples of good practice that provide support for carers.
- Work with carers and relevant agencies to improve support, advice, and services available for carers in Shropshire.
- Raise awareness and improve the understanding of the scope of the unpaid carer's role.

2. Chair and Co-Chair arrangements

The Chair of SCPB will be the Portfolio Holder for Adult Social Care and Public Health.

Carer experts by experience will co-chair the Board on a rotating basis, with each Co-Chair in place for a year. Co-Chair arrangements will be agreed annually. Co-chairs will be involved in planning and preparing meeting agendas and working with officers to take forward actions.

3. Accountability and responsibility

Members will:

- Collectively develop, progress and review the Shropshire All-Age Carers Strategy.
- Agree annual priorities to action. Set up subgroups with specific aims and tasks to work on them and record their progress
- Provide administration support to help organise and run the subgroups.
- Ensure that actions arising from meetings are addressed in a prompt and timely manner.
- Identify shortfalls in services.
- Ensure that family carers of all ages are represented and can contribute to service development.
- Develop carer forums/armchair panels throughout Shropshire to give carers an opportunity to share, raise concerns, give feedback, and have their voices heard by those who make decisions about services and support available for carers.
- All members should further the work of SCPB outside meetings proactively to maintain progress and development of the All-Age Carer Strategy.
- Scrutinise activity of Shropshire Carers team and provide feedback and suggestions to improve the service.,
- Ensure information is available and accessible to all members.
- Board members will stand for their organisation or the people they represent and maintain open channels of communication between the Board and their respective organisation/group of carers.

The statutory organisations should use the SCPB to consult when developing plans with carers.

4. Reporting

- SCPB will report to the Health and Wellbeing Board via the appropriate senior officer and/or Cabinet member.

5. Administration of meetings

- Administration arrangements will be supported by Adult Services at Shropshire Council.
- Meetings will be held every three months (quarterly) at a venue, time, and date suitable to most members and circulated at the beginning of the year. Additional and/or informal events (e.g. information days) may be arranged.

- The agenda will be set by the Chair/co-chair three weeks before a meeting based on views of both previous meetings and any current issues that arise. Anyone wishing to put an item on the agenda can contact the Carer Information Officer. To ensure that everyone has an opportunity to contribute, there will be time limits for each agenda item. The agenda will be sent out two weeks before the meeting, with any reports and papers.
- Meetings will be fully minuted. All agendas, minutes and reports are public documents and can be seen by anyone. Draft minutes will be circulated to those attending no later than four weeks after the meeting, and the content reviewed for agreement at the following meeting.
- If a member cannot attend a meeting, they are expected to send apologies and, if appropriate, send someone in their place.
- Shropshire Carers meetings are open to anyone who wishes to attend. However, only members can take part in the meetings and make decisions. Non-members can be invited to contribute by the Chair.
- Shropshire Carers will review these arrangements on an annual basis and may amend at their discretion.

6. Quoracy

In making decisions, the Board members will work together. If people disagree, Board members will vote on a final decision. Only Board members can vote. The Chair of the meeting will have the casting vote.

Any decisions will require the participation of 70% of the membership.

7. Travel Expenses

Family Carers will be paid their travel expenses to meetings through Shropshire Council in line with the current policy.

8. Membership of the Board

Membership of the Board is to be reviewed annually although existing members can nominate new members to the Board throughout the year.

Members must represent an organisation that supports carers or be a carer.

A membership list will be maintained as part of the administrative support. The Board always welcomes Elected Members to observe and contribute to meetings – as representatives of local council tax payers.

9. Membership Code of Conduct

When joining SCPB, members accept its Code of Conduct and agree to act appropriately and as described by the Code in relation to SCPB. If members are unable to comply, they will be asked by the Chair to step down from the Board.

- Be friendly, polite, and courteous.
- If you have a criticism, make it helpful and constructive. Think about and offer a solution.
- Be objective and fair.
- Be open and honest.
- Be respectful of other people's views and opinions.
- Be respectful of all carer groups.
- Listen to other people without interrupting.
- Try to be on time. Let us know if you are unlikely to attend a meeting or will be late or leave early.
- Read the Board papers beforehand so you come prepared.
- Only use personal experiences if you are doing so to explain something.
- Respect people's confidentiality. Do not use or disseminate any personal information outside meetings without the explicit consent of the individual/s concerned in line with General Data Protection Regulations (GDPR) requirements.

10. Members 2024/25

- Service Manager, Inhouse Provision, Adult Services, Shropshire Council (Chair)
- Representatives from Adult Services
- Representatives from Children's Services
- Representative from Safeguarding, Shropshire Council
- Carer Lead and Manager of Shropshire Carers team, Shropshire Council
- Hospital Carer Support Practitioner, Shropshire Council
- Representatives from unpaid carers groups across the county
- Family Carers
- Healthwatch
- Public Health, Shropshire Council
- Parent and Carer Council (PACC)
- Carer Lead, ICB
- Shrewsbury and Telford Hospital Trust (SaTH) representative
- Shropshire Community Health Trust (SCHT) representative
- Midlands Partnership Foundation Trust (MPFT) representative

In addition to the core members, there will be the need to seek further representation and membership for specific issues (e.g. Housing, Finance; Armchair panels).