

## Carers Planning Group - Terms of Reference 2020

**Revised:** January 2020

**Review:** January 2021

**The following Terms of Reference (ToR) are for the Carers Planning Group (CPG). The Group is facilitated by Carers Support West Sussex and provides a space in which Carers, Staff and Network Partners can come together to plan and organise events to benefit carers within West Sussex.**

A carer is anyone who spends time looking after or helping a friend, family member or neighbour who, because of their health and care needs, would find it difficult to cope without this help regardless of age or whether they identify as a carer.

### 1.0 Purpose

- To involve carers and improve carer identification across the county;
- To establish a group to support the local delivery of carers events;
- Raise awareness and understanding of carers and their roles;
- Help spread good practice, share knowledge, expertise and learnings from different carer representatives and network partners.

### 2.0 Objectives

- To improve awareness and self-identification of carers within West Sussex through the planning and delivering of events (Carers Week, Carers Rights Day);
- To share and circulate information and best practice throughout the carer community in West Sussex;
- Set SMART<sup>1</sup> objectives for progress and review performance on six monthly basis.

### 3.0 Membership

Membership of the group includes Carers Voice Representatives, Carers Support West Sussex Staff, and the following network partners:

- British Red Cross
- Carers Health Team
- Cross Roads Care South Central
- Impact Initiatives / Impact Workability
- Sussex Partnership Trust

The Group will invite interested parties to attend meetings or those parts of meetings of relevance to them, including:

- West Sussex County Council Commissioning Team
- Clinical Commissioning Groups
- Charities that work with specific groups of carers (e.g. Alzheimer's Society)

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<sup>1</sup> Smart, Measurable, Achievable, Relevant, Time bound

#### 4.0 Membership Responsibilities

- To take a proactive role in the Group;
- To contribute ideas, best practice example, and where possible, resources;
- To contribute to reviewing the feedback from events and activities with regard to the aims and objectives of the Group;
- All members are expected to attend the majority of the meetings and where they are unable to attend, send a nominated deputy.

#### 5.0 Arrangements and Accessibility

- The Group will be chaired by a Carer Voice representative, who will take on the responsibility for a period of 12 months with the option to be renewed on an annual basis. A Deputy Chair will also be drawn from the Carers Voice representatives.

**Current Chair: M.H**

**Current Deputy Chair: A.T**

- The Group will meet every three months or as required.
- The meetings require four representatives from a range of organisations or groups and at least one carer.
- Sub-task and Finish Groups may be formed periodically to fulfil short-life activity required.
- As a minimum, the meeting requires four representatives from a range of organisations/groups and at least one carer.
- Carers Support West Sussex will reimburse reasonable travel and parking expenses to carers attending through the Carers Voice Network.
- If additional accessibility support is required to enable carer engagement and participation; it will be arranged by Carers Support West Sussex (i.e. call/video conference).

#### 6.0 Agenda and Notes

- Carers Support West Sussex will take notes and administer the meetings.
- A summary of notes and action points will be noted and circulated to the Group members via email and shared on the [Carers Support West Sussex website](#).
- Notes from the meeting will be shared with Carers Support West Sussex Chief Executive and West Sussex County Council Care Commissioner for information only.
- An email list of the names of those who regularly attend the Group will be maintained by Carers Support West Sussex.

#### 7.0 Reporting

- Feedback from events will be shared with Carers UK, the national carer organisation who oversee Carers Week and Carers Rights Day.

#### 8.0 2020 Meeting Dates

- All 10.30am to 12 noon at The Orchard, Crawley, RH10 6AD (Longley Room)
- January 14<sup>th</sup>, April 21<sup>st</sup>, July 14<sup>th</sup> and October 20<sup>th</sup>.