



Carers' Voice Somerset Partnership Board

Terms of Reference 2019

1. Statement of Purpose

Carers' Voice Somerset Partnership Board (CVSPB) was set up in response to National Strategies to make sure that carers can access the appropriate support and services they need. The overall aim of the Board is to ensure that carers can maintain a good level of health and wellbeing and remain in their caring role for as long as they wish.

CVSPB is a strategic group, and an influencing body for unpaid carers in Somerset, it advises and makes recommendations on the joint development of health, social care and related services.

CVSPB aims to fulfil its purpose by:

- Providing strategic leadership regarding the improvement of the health and wellbeing of all carers in Somerset.
- Challenging and influencing decisions regarding carers support.
- Ensuring that all organisations work together to resolve problems and develop solutions that can improve the lives of unpaid carers.

2. Principles

The work of the CVSPB is underpinned by the sets of principles, priority themes and outcomes detailed within:

2a. Somerset's Commitment to Carers

Theme 1 – Helping you to recognise that you have a caring role and that means you are taking on additional responsibilities.

In Somerset we believe it is important that we help you to:

Priority 1.1 Recognise that you may need support, now or in the future.

Priority 1.2 Consider what might help you to fulfil your caring role and how that may change.

Theme 2 – Helping you to find the information and support you need.

In Somerset we will help you to:

Priority 2.1 Know who can support you and how to contact them.

Priority 2.2 Have clear and easy ways for you to find information, advice and support.

Theme 3 – Helping you to recognise that you need time out for yourself.

In Somerset we will help you to:

Priority 3.1 Find ways that can help you to plan appropriate time out from your caring role.

Priority 3.2 Take time out from your caring role.

Theme 4 – Helping you to live a healthy, satisfying and fulfilling life.

In Somerset we will help you to find:

Priority 4.1 Support and guidance that can help you to achieve and maintain good health.

Priority 4.2 Find opportunities outside your caring role now and in the future.

Theme 5 – Providing opportunities for you to be involved in improving carers' lives in Somerset if you wish to.

In Somerset we will create:

Priority 5.1 Ways that you can share your experiences of caring to improve services in the future.

Priority 5.2 Ways that can involve you in the planning, monitoring and development of services and support for carers.

2b. Department of Health and Social Care “Carers Action Plan” 2018 – 2020

(This plan retains the strategic vision of “recognising, valuing and supporting carers” from 2008).

Priority Themes:

- Services and systems that work for carers
- Employment and financial wellbeing
- Supporting young carers
- Recognising and supporting carers in the wider community and society

- Building research and evidence to improve outcomes for carers

<https://www.gov.uk/government/publications/carers-action-plan-2018-to-2020>

2c. The Care Act 2014

CVSPB will refer to The Care Act 2014 which outlines the way in which local authorities should carry out carer's assessments and needs assessments; how local authorities should determine who is eligible for support; how local authorities should charge for both residential care and community care; and places new obligations on local authorities.

<https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets>

2d. Data Protection Act 1998

CVSPB will comply with the Data Protection Act 2018 which controls how your personal information is used by organisations, businesses or the government.

<https://www.gov.uk/data-protection>

2e. Equality Act 2010

The CVSPB will comply with the Equality Act 2010 which supports the rights of all adults to equality of opportunity, to retain their independence, wellbeing and choice and to be able to live their lives free from abuse, neglect and discrimination. It values diversity and will seek to promote equal access and equal opportunities irrespective of race, culture, sex, sexual orientation, disability, age, religion or belief, marriage/ civil partnership and pregnancy /maternity.

<https://www.gov.uk/guidance/equality-act-2010-guidance>

3. Tasks

The CVSPB will:

- Publish a strategic plan that sets out how it will meet its main objective and what its members will do to achieve this.
- Create a shared understanding of local need in relation to carers, drawing on statistical information, research and stakeholder feedback.
- Formulate shared priorities drawing on existing performance; legislation; policy and resource availability.
- Develop, monitor and review Somerset's Commitment to Carers and the accompanying joint action plan.

- Contribute to the design, development, monitoring, reviewing, commissioning and de commissioning, of services that support carers in Somerset.
- Promote the inclusion of all carers, from all caring backgrounds, regardless of disability, gender, race, religion or belief, age or sexual orientation.
- Publish an annual report detailing what the CVSPB has done during the year.

4. Membership

CVSPB is an inclusive, membership organisation and includes carers and former carers representing a wide range of caring needs.

Members of CVSPB must be at least 16 years of age and comprise of at least 80% current carers.

The membership of the CVSPB consists of senior representatives from the key organisations in Somerset listed below, with authority and responsibility for ensuring that carers are always considered when planning and commissioning services.

From the agencies shown below the representative must be able to:

- Make decisions on behalf of their organisation
- Hold their organisation to account
- Commit their organisation on policy and practice developments
- Commit resources in their organisation to support the work of the CVSPB
- Commit to attending a minimum of 2 meetings per year.

Representatives of wider groups such as independent providers, service users and carers must have access to appropriate networks to communicate information to and from the Board.

Senior Members:

Somerset County Council Adults & Health Commissioning
 Somerset County Council Public Health
 Somerset Clinical Commissioning Group
 Somerset Carers Service
 Somerset Partnership NHS Foundation Trust
 Somerset Young Carers Service
 Somerset Parent Carer Forum
 Carers UK
 Alzheimer's Society
 Dementia Action Alliance
 Healthwatch

Chair

Carer

Vice Chair

Somerset Parent Carer Forum – Carer

5. Expectations of Board Members

Board members are expected to:

- Be a conduit of information between the Board and their own agency/the area they have responsibility for.
- Take part/lead on agreed and appropriate sub-group tasks.
- Ensure that any nominated replacement member is fully briefed for a meeting to enable them to contribute fully.

6. Structure and accountability

The CVSPB will meet no less than four times a year, at various locations across Somerset. The meeting will be divided into two parts. Carers are invited to attend all or part of the meeting. The format of CVSPB meetings are as follows:

10.00am - 11.00am: Carers only pre-meeting - meet and discuss what is working well for carers in their areas, what still needs to be improved and share ideas.

11.15 am - 01.00pm: Main meeting - all members - formal structured meeting.

The Board will be expected to report to the Health & Wellbeing Board regarding the progress of Somerset's Commitment to Carers and the progress of its joint action plan on an annual basis.

Senior members of the Board will be expected to report to the Board on relevant work undertaken by their organisation.

Senior members who have contributed to the Commitment to Carers Joint Action Plan will be required to report on their progress twice a year.

Members of the Board will be expected to report to the Board on relevant work undertaken by their organisations.

7. Management Group

The Board is supported by a smaller management group. The main tasks of this group are to:

- Identify issues the Board needs to address
- Coordinate sub-group and/or task and finish groups; and translates their work into outcomes for the Board
- Identify and monitor progress of the Boards strategic objectives
- Work together to resolve problems relating to the function of the Board.

The Management Group will meet two weeks before each Board Meeting.
Members of the Management Group are:

Carers' Voice Somerset Partnership Board	Chair (Carer) Vice Chair (Carer)
Voluntary Sector	Carers UK representative
Somerset County Council	CVSPB – Officer

8. Task groups

CVSPB will establish task groups, as required to be responsible for carrying out specific pieces of work in line with CVSPB strategic, priority outcomes. These could include:

- Carer involvement and engagement including Vision Groups
- Communication and promotion
- Learning and development (including lessons learned)
- Policies and procedures
- Quality assurance

9. Accountability

The CVSPB reports to the Somerset Health & Wellbeing Board.

10. Networks

The CVSPB will maintain links with other multi agency bodies as follows:

Somerset Carers Service Partnership Board
Somerset Safeguarding Adults Board
Somerset Learning Difficulties Partnership Board
Somerset Engagement Advisory Group
Patient Participation Group
ADASS Regional Carers Lead Network
Somerset Health & Wellbeing Board
Triangle of Care Steering Group

11. Review

Next review date: September 2020

If you would like more information or are interested in becoming a member of CVSPB, please contact our CVSPB Officer:
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