

Terms of Reference – Carers Strategic Oversight Group

1 The role and purpose of the group

1.1 The group will be led by local carer representatives. It will hold services to account regarding progress towards delivering the Carers Strategy.

2 Responsibilities

2.1 This group will

- Direct and co-ordinate the work of Action Groups including appointing the Chair of each group
- Take decisions and refer any that go beyond its remit back to the appropriate level
- Ensure that action groups are appropriately supported to deliver what is required
- Take responsibility for any budget or resource specifically allocated to it
- Report as required on delivering the Carers Strategy
- Monitor and report on compliance with relevant legislation including The Care Act
- Monitoring and reporting on the impact of budget pressures, changes in policy or provision on local carers
- Updating the local strategy based upon the experience and aspirations of local carers
- Act as champions for carers and caring issues across Doncaster.

3 Accountability

3.1 Each member of the group will be responsible for reporting back to their own group or organisation. They will consult at an appropriate level and steer decisions needed through the necessary processes.

3.2 They will be able to delegate their role as long as their substitute is fully empowered to participate effectively.

3.3 Group members will be accountable to each other for maintaining the effectiveness of the group, confidentiality and maintaining the principles set out above. Members of the group will work to build a positive reputation and influence the work of others for the benefit of carers.

3.4 The Carers Strategic Oversight Group will be accountable to the Health and Wellbeing Board. It will report every quarter by sharing minutes of its meeting.

4 Ways of working

4.1 The group will meet quarterly and will be hosted at an appropriate venue, proposed at the previous meeting.

4.2 Wherever possible papers will be circulated one week before the meeting and secretariat services will be arranged by DMBC. Wherever possible papers will be distributed via email but they will always be made available as paper copies if required.

4.3 The Group will be quorate when a co-chair, the core members (or their nominated deputy) and an additional carer representative (in addition to the co-chair) is in attendance.

4.4 Each regular meeting will consider a circulated agenda which will include (but not necessarily be limited to) agreeing the minutes of the previous meeting, reports from

action groups and any other business. The co-chairs have the discretion to call additional meetings to consider specific issues when necessary.

4.5 Any member of the group could already be in, or find themselves' taking on, a caring role. This could have an impact on their capacity to be involved in this work. The group will learn together from this experience to develop best practice in keeping carers involved.

4.6 There will be a number of Action Groups. As part of its role the Carers Strategic Oversight Group will annually

- Review the relevance of Action Groups
- Disband any that are no longer needed – including overseeing exit strategies
- Commission any new Action Groups required.

5 Confidentiality

5.1 One of the key functions of this group is to co-ordinate information. If any cannot be shared beyond the group, the information giver will make sure that colleagues are made aware.

5.2 Occasionally information is traceable to specific families or individuals. This information will remain confidential within the group, unless the family or individual concerned have given specific permission to share or over riding safeguarding concerns apply.

6 Membership

6.1 The group will be co -chaired by a carer representative of the Carers Forum and a member of the core group. Co-chairs will have a pre meet to discuss their approach before each meeting. They will share responsibility and authority equally.

6.2 The core membership group will include:

- DMBC Assistant Director Communities
- Chair Doncaster Carers Forum
- Doncaster CCG Chief of Partnership Commissioning
- Children's Commissioning Learning and Opportunities- Children and Young People
- Doncaster Parents Voice

(Young Carers will be represented as they feel best – subject to ongoing consultation)

6.3 Any other members will be decided by the core members.

6.4 Membership of the group is based upon a role rather than a person. These roles have been nominated because they have a particular relevance or responsibility regarding carers. If a role changes and is no longer relevant or responsible for carers, the group member will

- Inform the chair of the change in circumstances
- Suggest/nominate an appropriate replacement
- Ensure that a proper 'handover' is undertaken.

7 Review

7.1 The group will undertake a self- review annually.

7.2 It will assess how it fits with other structures in member organisations and plan for its future accordingly.

7.3 Should the group decide it is appropriate to disband it will put robust exit plans in place to make sure that the work to improve the lives of carers continues.