

# Carers Partnership Board

## TERMS OF REFERENCE

*"A carer spends a significant proportion of their life providing unpaid support to family or friends. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems"*

***National Carers Strategy, June 2008***

### **1. Purpose of Carers Partnership Board:**

Carers Partnership Board was set up in response to the National Carer Strategies<sup>1</sup> to ensure carers are able to access the support and services they need to remain in their caring role.

The purpose of the Board is to:

- Monitor the implementation of the Cornwall Carers Strategy
- Oversee the development of subsequent refreshes of the Cornwall Carers Strategy and associated strategies
- Discuss and address issues of common concern to carers in Cornwall
- Raise awareness and improve understanding of the role carers play in supporting other people
- Exchange ideas, strengthen skills and share examples of good practice in developing the support and services carers need to remain in their caring role

### **2. Membership of Carers Partnership Board:**

Membership of the Board is open to those who have a lead role in developing support and services for carers. Key membership of the Board is:

- 2 representatives from each Carers Forums
- 2 representatives from the Young Carer Forum
- 2 Carer stakeholders from key organisations
- 2 Young Adult Carer representation
- Cornwall Council:
  - Cornwall Councillor
  - Adult Care and Support
  - Children, Schools and Families

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<sup>1</sup> HM Government (2008) *Carers at the heart of 21st-century families and communities: A caring system on your side, a life of your own*  
HM Government (2010) *Recognised, Valued and Supported: Next Steps for the Carers Strategy*

- Cornwall Housing Ltd
- Public Health
- NHS:
  - NHS Kernow
  - Royal Cornwall Hospitals Trust
  - Peninsula Community Health
  - Cornwall Partnership NHS Foundation Trust
  - Plymouth Hospitals NHS Trust
- Department of Work and Pensions
- Cornwall Carers Service (non-voting)
- Parent Carer Council (non-voting)
- Kernow Young Carers (non-voting)

This is not an exhaustive list of membership to Carers Partnership Board. The Chair will invite other key stakeholders to become members as areas of development or improvement are identified.

Each organisation will nominate an officer who can adequately represent the organisation, and commit to a minimum 4 meetings per year.

Each Forum will seek to appoint 2 members to represent their forum at the Carers' Partnership Board. Should more than 2 Carers come forward, the Forum will select their representatives by secret ballot.

The Forums and Events Coordinator from the Cornwall Carers' Service will support this process.

Carer stakeholders from key Carer associations and organisations wishing to be represented on the Board are invited to submit their expression of interest with the Carers' Lead.

Once a Carer member has been accepted by the Chair, after consultation with the Board, his or her details will be recorded in line with the Data Protection Act 1998.

Carer members will have an active role in the Board and will be able to aim to attend a minimum of 4 meetings per year.

Total attendance at meetings will be restricted to 40 places due to the size of venues and the focus of the Agenda.

### **3. Working methods of Carers Partnership Board:**

**Frequency of Meetings:** Carers Partnership Board will meet a minimum of four times per year. Carers Partnership Board will meet at a venue suitable for the size of the meeting and agreed by the Chair of the Board.

**Attendance at Meetings:** Carers Partnership Board Members will confirm with the Carers Lead their attendance or non-attendance at the meeting.

**Chair and Vice-Chair:** Carers Partnership Board will be chaired by a carer elected by the Board Members. The Chair will be supported by a Vice Chair who will also be a carer elected by the Board Members.

**Election:** At a minimum an election must take place every 2 years. However the position the Chair and Vice Chair will be reviewed on a yearly basis during the first meeting of the financial year and at the agreement of the board an election may take place after 1 year.

The election of the Chair and Vice Chair will take place during the second meeting of the financial year.

The process will follow the Election Process in Appendix 5.

Each Carer Member and representing officer from the list detailed in (3.) above will each have one vote.

The Carer Member receiving the most votes will become the Chair and the Carer Member with the next highest number of votes will become the Vice Chair.

**Quorum:** During Board Meetings, decisions can be agreed where there are 50% of carer board members represented and 50% of officer members represented. If quorum is not maintained decisions will be ratified by postal or email vote, or considered at the next meeting.

**Agenda:** The Agenda for each meeting will be agreed by the Chair before it is circulated to the Board. The Agenda will be focused on each section of the Action Plan of the Cornwall Carers Strategy.

**Working Groups:** From time to time there will be a need to form working groups to further develop and progress specific areas of the Cornwall Carers Strategy Action Plan. The working groups will be 'task and finish' groups and will not be permanent arrangements. The arrangements for these meetings will be agreed by each working group outside of the Carers Partnership Board meetings.

**Observers:** Observers will be welcome to attend the Carer Partnership Board meetings. Observers will need to book a place at the meeting via the Carers Lead. Details for booking attendance at the Board meetings will be publicised on the Cornwall Council website Carers Partnership Board pages (<http://www.cornwall.gov.uk/default.aspx?page=5117>), via the Cornwall Carers Service, via the Carers Forums and Parent Carer Council.

Observers will need to direct questions to the Board via a Board Member.

**Minutes and Papers:** Administrative support will be provided by Cornwall Council's Adult Care, Health and Wellbeing. This will include:

- Arranging and booking venues and refreshments.
- Taking and preparing Minutes for each Carers Partnership Board meeting.
- Circulating and distributing Board Papers 7 working days before each meeting.
- Liaising with the Chair to agree the Agenda and Minutes.
- Co-ordinate the election of the Chair and Co - Chair.

- Maintain contact details and distribution lists of Carers Partnership Board members.
- Maintaining the Carers Partnership Board webpages on the Cornwall Council website.

The Minutes from previous Carers Partnership Board Meetings will be agreed for accuracy by the Board Members at the beginning the next meeting.

**Website:** Carers Partnership Board has a dedicated area on the Cornwall Council website (<http://www.cornwall.gov.uk/default.aspx?page=5117> ). This will be the main means for:

- publicising the Cornwall Carers Strategy and Action Plan
- publicising the work of Carers Partnership Board
- access to agendas, minutes and associated papers for each meeting

**Carers Forums:** Carers Forums will link to Carers Partnership Board via the Carers Meeting held prior to each meeting. Issues that cannot be resolved locally will be raised with Carers Partnership Board for further action. Decisions, actions and progress against the issues raised will be communicated to each Carers Forum via the 'Carers Forum Communication Sheet'.

**Review:** The structure of Carers Partnership Board will be reviewed at the direction of the Chair in conjunction with Board Members. Proposed changes to the Board will be recommended by a report from the Chair and agreed by the Board.

**Removal of Board Members:** In the following occasions it may be necessary to ask a Board Member to step down from their role:

- Continued non-attendance at 2 consecutive Board meetings without notification
- Unacceptable behaviour during Board meetings please refer to code of conduct (Appendix 1 -Role Roles, Responsibilities, and Member Conduct – Member Conduct)

The Chair, in consultation with the Carers Lead, will write to the Board Member asking that they stand down and giving the reasons for the decision.

**Personal Views and Personal Representation:** Carers Partnership Board is not a 'lobbying group' and as such does not have the jurisdiction to publically campaign on issues solely relating to individual carers.

Carers partnership Board is an open, public meeting and as such issues affecting only one individual carer cannot be raised at the meeting.

## Appendix 1 – Roles, Responsibilities, and Member Conduct

### Member Conduct:

In order to allow the Carers Partnership Board meetings to be conducted efficiently and with decorum, Members of the Board will:

- Work in partnership with each other, listening to and respecting each other’s views
- Undertake to represent all the Carers in their Forum Areas
- Indicate they wish to make representation through the Chair
- Avoid jargon, acronyms, abbreviations and accommodate additional communication needs wherever possible
- Not single out individual Members for scrutiny or challenge
- Not interrupt and be guided by the Chair
- Respect confidentiality and privacy
- Keep to the agenda
- Represent the strategic needs of carers and not bring to the meeting concerns from individual carers

### Roles and Responsibilities:

Role	Definition	Responsibilities	Who
Carers Partnership Board	<p>The purpose of the Board is to:</p> <ul style="list-style-type: none"> <li>• Monitor the implementation of the Cornwall Carers Strategy</li> <li>• Oversee the development of subsequent refreshes of the Cornwall Carers Strategy and</li> </ul>	<ul style="list-style-type: none"> <li>• Championing informal carers at a local and national level.</li> <li>• Ensuring the Board has the support it needs to achieve the purpose of the Board.</li> <li>• Be the engagement and consultation</li> </ul>	Membership as detailed in (2) of the Terms of Reference

Role	Definition	Responsibilities	Who
	<p>associated strategies</p> <ul style="list-style-type: none"> <li>• Discuss and address issues of common concern to carers in Cornwall</li> <li>• Raise awareness and improve understanding of the role carers play in supporting other people</li> <li>• Exchange ideas, strengthen skills and share examples of good practice in developing the support and services carers need to remain in their caring role</li> </ul>	<p>route for decisions and developments that impact on carers.</p> <ul style="list-style-type: none"> <li>• Actively seek and facilitate solutions to the issues carers face on a day to day basis at a strategic level.</li> <li>• Driving and managing change to improve the quality of life for carers.</li> <li>• Identify and prioritise the objectives of the Cornwall Carers Strategy.</li> <li>• Communicating with other key partnerships and forums.</li> </ul>	
Carer Members	<p>Informal carers who:</p> <ul style="list-style-type: none"> <li>• Attend their local Carers Forum</li> <li>• Have been asked by their local Carers Forum to represent the Forum at Carers Partnership Board.</li> <li>• Have been agreed by the Chair as being a Carer Member of the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Champion informal carers at a local (via the local Carers Forum) and national level (via the Cornwall Carers Service).</li> <li>• Represent their local Carers Forum at Carers Partnership Board and other Forums and Partnership arrangements as requested by the Chair.</li> <li>• Influence and guide local strategy and decision making.</li> <li>• Individual Carer Members undertake specific tasks and actions on behalf of the Carers Partnership Board as requested by the Chair eg CPB Working Groups.</li> <li>• Actively support the work of the Carers</li> </ul>	

Role	Definition	Responsibilities	Who
		<p>Partnership Board.</p> <ul style="list-style-type: none"> <li>• Act within the Member Conduct listed above.</li> <li>• Abide by this Terms of Reference.</li> <li>• Abide by the Terms of Reference of their local Carers Forum.</li> <li>• Advise attendance and non-attendance at Carers Partnership Board to the Administrator.</li> <li>• Read all papers distributed in relation to each Board meeting.</li> <li>• Undertake actions as directed at the Board meetings.</li> <li>• Report progress on actions to the administrator and Chair in a timely manner.</li> </ul>	
Officer Members	<p>Officers from partnership organisations who:</p> <ul style="list-style-type: none"> <li>• Have been nominated by their organisation to represent them at Carers Partnership Board.</li> <li>• Have the appropriate authority to undertake work on behalf of the Board within their organisations.</li> <li>• Are able to feedback to their organisations about the work and actions of the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Champion informal carers at a local (within their organisation) and a national level (via the Cornwall Carers Service).</li> <li>• Represent their organisation at Carers Partnership Board and other Forums and Partnership arrangements as requested by the Chair.</li> <li>• Influence and guide local strategy and decision making.</li> <li>• Undertake specific tasks and actions on behalf of the Carers Partnership Board as requested by the Chair eg CPB Working</li> </ul>	Head of Commissioning, Performance and Improvement

Role	Definition	Responsibilities	Who
	<ul style="list-style-type: none"> <li>Have the appropriate authority to escalate issues within their organisation to resolve issues escalated to the Board by local Carers Forums.</li> </ul>	<p>Groups.</p> <ul style="list-style-type: none"> <li>Actively support the work of the Carers Partnership Board.</li> <li>Act within the Member Conduct listed above.</li> <li>Abide by this Terms of Reference.</li> <li>Advise attendance and non-attendance at Carers Partnership Board to the Administrator.</li> <li>Read all papers distributed in relation to each Board meeting.</li> <li>Undertake actions as directed at the Board meetings.</li> <li>Report progress on actions to the administrator and Chair in a timely manner.</li> </ul>	
Adult Care Health and Wellbeing Carers Lead	<p>The officer from Adult Care Health and Wellbeing who:</p> <ul style="list-style-type: none"> <li>Facilitates the Carers Partnership Board.</li> <li>Leads on the development of the Cornwall Carers Strategy.</li> <li>Works in partnership with key stakeholders to implement the Cornwall Carers Strategy.</li> </ul>	<p>In addition to the responsibilities above relating to Officer Members, the Carers lead will also:</p> <ul style="list-style-type: none"> <li>Support the Administrator to prepare and circulate the appropriate papers and minutes in a timely manner.</li> <li>Support the Chair and Vice Chair in their roles.</li> <li>Collate the actions from each meeting and distribute accordingly.</li> </ul>	Senior Commissioning Manager
Chair	<p>Carer Member of Carers Partnership Board who is duly elected to Chair the Board.</p>	<p>In addition to the responsibilities above relating to Carer Members, the Chair will also:</p> <ul style="list-style-type: none"> <li>Chair the Carers Partnership Board</li> </ul>	

Role	Definition	Responsibilities	Who
		<p>meeting.</p> <ul style="list-style-type: none"> <li>• Chair the Carers Meeting when the Vice Chair is unavailable.</li> <li>• Support the Administrator to prepare and circulate the appropriate papers and minutes in a timely manner.</li> <li>• Make decisions and approvals of membership.</li> <li>• Oversee the development of the Cornwall Carers Strategy with the Carers Lead.</li> <li>• Support the partnership work of the Board.</li> <li>• Attend Service Contract Meetings on behalf of Carers Partnership Board.</li> <li>• Attend the Carers Commissioning Group meetings in support of the Section 75 Agreement for Carers Services.</li> <li>• Attend other meetings and forums as required on behalf of the Board.</li> </ul>	
Vice Chair	Carer Member of Carers Partnership Board who is duly elected to be the Vice Chair of the Board.	<p>In addition to the responsibilities above relating to Carer Members, the Chair will also:</p> <ul style="list-style-type: none"> <li>• Chair the Carers Meeting.</li> <li>• Chair the Carers Partnership Board meeting when the Chair is unavailable.</li> <li>• Support the Chair in the Chair's responsibilities.</li> <li>• Support the Administrator to prepare</li> </ul>	

Role	Definition	Responsibilities	Who
		<p>and circulate the appropriate papers and minutes in a timely manner.</p> <ul style="list-style-type: none"> <li>• Support the development of the Cornwall Carers Strategy with the Carers Lead.</li> <li>• Support the partnership work of the Board.</li> <li>• Attend other meetings and forums as required on behalf of the Board as requested by the Chair.</li> </ul>	
Carers Partnership Board Administrator	The officer from Adult Care Health and Wellbeing who undertakes the administrative duties of the Carers Partnership Board	<p>In addition to the responsibilities above relating to Officer Members, the administrator will also:</p> <ul style="list-style-type: none"> <li>• Record and produce the minutes during the Carers Partnership Board.</li> <li>• Circulate information and documents on behalf of the Board.</li> <li>• Maintain the list of Carers Partnership Board members, including personal details, in accordance with the Data Protection Act.</li> <li>• Practical arrangements of the Board such as booking venues and refreshments.</li> <li>• Maintain and archive Board documentation in accordance with Cornwall Council guidelines.</li> </ul>	– Admin Assistant
Non-voting members of Carers Partnership Board	Any organisation who is required to have a place on the Board, or, for the purposes of the work of the Board, the Chair deems it necessary to have as a		Cornwall Carers Service representation Parent Carer Council representation

Role	Definition	Responsibilities	Who
	<p>member of the Board. These organisations do not have a voting position on the Board for reasons of conflict of interest. This members are likely to be</p>		<p>Kernow Young Carers representation Events and Forums Co-ordinator, Cornwall Carers Service Observers</p>



**4. PLEASE INDICATE WHICH POSITION YOU WOULD LIKE TO BE CONSIDERED FOR?**

Chair       Vice Chair       Member

**5. ANY OTHER COMMENTS OR RELEVANT INFORMATION?**

**6. COMMUNICATION**

In order to ensure we can communicate well across the board and with other carers can you please indicate what contact details you would be willing to share : ( Please tick)

Willing to share with	Name	Address	Email	Phone number
Members of the Carers Partnership Board				
All carers in Cornwall				
On a public poster or leaflet				

Any additional comments:

**SIGNED:** ..... **DATE**.....

**Please return by post to: Debbie Putnam, Adult Care & Support,  
c/o Information Team, Cornwall Council, FREEPOST PY1029,  
Truro, TR1 3ZZ**



**Appendix 4 – Ballot Paper**

**CORNWALL CARERS PARTNERHIP BOARD  
BALLOT PAPER**

Please put a cross (x) in the box indicating which person you would like to be elected as chair of the board.

**I would like to vote for:**

**Nominee**

**Nominee**

## Appendix 5

### **Cornwall Carers Partnership Board Election process**

#### **Introduction**

This paper outlines the proposed process for selecting carers to be members of the Carers Partnership Board.

#### **Posts for Election and Self Nomination**

##### **Honorary Officers (individually elected)**

- Chairman
- Vice Chairman (Chair of Carers Meeting)

##### **Officer Members (self nominations from partnership organisations, at the agreement of the Chair of Carers Partnership Board)**

- Organisational representatives as outlined in terms of reference

##### **Carer Members (self nominations from Carer Forum, at the agreement of the Chair of Carers Partnership Board)**

- 2 Representatives from each Carers Forum
- 2 Representatives from the Cornwall Young Carer Forum

Each Carers Forum will decide who will represent their Forum at Carers Partnership Board. Where there is more than 2 carers from a Carers Forum self nominating for representation, and the Forum has been unable to come to a clear decision themselves, the Chair will consider each application on its merits and will prioritise representation according to caring role:

- Active carer (average 10 hrs + per week)
- Nature of caring role (in order to have a good balance of representation on the Board according to the health and care needs of the person needing support)

The Forums and Events Co-ordinator from the Cornwall Carers Service will support the self nomination process and ensure each Forum has a process for nominating Carer Representation at the Board.

##### *Who may stand as Chair or Vice Chair?*

Any Carer who is a member of Cornwall Carers Partnership Board is eligible to stand for chair or vice chair.

##### *What happens if someone nominates themselves for more than one position?*

The posts will be elected (counted) in the order they appear in this paper. The elected person will then be excluded from the later count. For example, if someone nominates themselves for Chair and Vice Chair, and was elected Chair, they would then be excluded from the later counts. If they were not elected as Chair, they could then be included in the counts for Vice Chair.

## **Process for elections**

### *Self nomination – Chair and Vice Chair*

Any carer currently a member of Carers Partnership Board can nominate themselves for the position of Chair or Vice Chair.

An 'Expression of Interest' form will be circulated at the Carers Partnership Board meeting immediately prior to Board meeting where the election will take place. This is usually at the March meeting of the Board, with elections normally taking place at the June meeting of the Board. 'Expression of Interest' forms will also be circulated via post if requested by individual carers.

'Expression of Interest' forms must be returned to the Adult Care Health and Wellbeing Carers Lead, details of which will appear on the 'Expression of Interest' form.

'Expression of Interest' forms should be returned to the Carers Lead within 4 weeks of the Carers Partnership Board where the election for Chair and Vice Chair will take place. The date for submission of the form will be clearly marked on the form.

### *Conducting the election*

'Expression of Interest' forms received by carer members nominating themselves for Chair or Vice Chair will be circulated 3 weeks prior to the Carers Partnership Board meeting where the election will take place.

The Adult Care Health and Wellbeing Carers Lead will chair both the Carers Meeting and the Carers Partnership Board on the day the election takes place, up until the election has taken place.

Voting will take place by secret ballot at the beginning of the Carers Partnership Board and will be overseen by the Carers Partnership Board administrator.

Ballot papers will be distributed at the Board meeting immediately prior to the vote. All ballot papers will be numbered for security reasons only and will not be used to identify individuals. This is to ensure ballot papers are not duplicated and one ballot paper per Carers Partnership Board member is received.

Members may request a postal vote. Requests for postal votes must be received 7 working days before the Carers Partnership Board meeting where the election will take place. Members must submit their Ballot Paper by post in the SAE provided no later than 5 pm on the day immediately before the Carers Partnership Board meeting where the election will take place.

The Carers Partnership Board administrator will count the ballot papers once the vote is complete and announce the new Chair and Vice Chair. The meeting will then continue, overseen by the new elected Chair.

### *Self nomination – Carer Representation at Carers Partnership Board*

A process of self nomination will be used for representation of carers on Carers Partnership Board. There will be a maximum of 2 carers from each Carers Forum. Each Carers Forum will agree who will represent their Forum.

A 'Carers Member' form will be completed by each carer self nomination. The Chair of Carers Partnership Board will agree self nominations.

### *Self nomination – Officer Representation at Carers Partnership Board*

Organisations wishing to have representation at Carers Partnership Board will put their request in writing to the Chair of Carers Partnership Board. The Chair will agree the nomination.

*Ensuring continuity and fairness*

At least half of the Carer Board members should remain in post for two years to ensure continuity and shared learning.

Timetable Summary

All actual dates will be circulated ahead of the meeting where the election will take place and will be clearly marked on forms where necessary.

<b>Action</b>	<b>When</b>
Chair and Vice Chair stand down	At the Carers Partnership Board meeting prior to the meeting when the election will take place. This will normally be the March meeting of the Board.
Expression of Interest Forms circulated	At the Carers Partnership Board meeting prior to the meeting when the election will take place.
Expression of Interest Forms submitted to Carers Lead	4 weeks before the meeting where the election will take place
Expression of Interest Forms circulated to Board Members	3 weeks before the meeting where the meeting will take place.
Postal Votes requested	5 working days before the meeting where the election will take place.
Postal Votes received	By 5pm the day immediately before the meeting where the election will take place.
Election takes place	At the beginning of the Carers Partnership Board meeting (PM meeting). This will normally be the June meeting.
Ballot papers distributed	At the beginning of the Carers Partnership Board meeting (PM meeting).
Vote takes place	At the beginning of the Carers Partnership Board meeting (PM meeting).
Roles announced	Immediately following the vote.
Roles commence	From the point of the announcement.