



## **Caring Together**

### **Carer Council**

#### **Terms of Reference**

##### **1. Purpose**

To ensure that the voice of carers is heard and evident in the agreed strategic direction, operational activity, and continuous improvement of Caring Together.

To provide learning and development opportunities for young adult carers who want to help promote the voices of other young carers.

##### **2. Membership**

- Appointment of members of the carer council and election of the chair of the council will be by the council.
- The carer council will be chaired by a member of the council who has current or lived experience of being a carer. In the absence of a chair, the chief executive will be responsible for sourcing a replacement and ensuring interim arrangements.
- The optimum number of members is 12, although flexibility is applied to ensure diversity of membership, which may mean this number is exceeded.
- Two trustees and the chief executive will be members of the carer council. Most other members will be, or will have been, carers.
- A member of the awareness and voice team will be in attendance to support young adult carers who are members. Young adult carer members will work with the member of staff to ensure issues and experiences of young carers feed into the work of the council.
- Members will be appointed for a three-year term with a maximum of three terms. Members may resign at any time by submitting their resignation in writing to the chair of the council. The chair also has the power to terminate membership of the council should it be required.
- Members will be reimbursed expenses for participating in the carer council and, if required, replacement care will be provided at no cost to members (subject to availability).
- Caring Together will assist and encourage carer council members to participate in learning and development opportunities to support them in their role.

### **3. Meetings**

- 3.1 Meetings will be held quarterly with dates to be decided by the carer council.
- 3.2 Administration support will be provided by the executive assistant.
- 3.3 Meetings will be held virtually and in person with members being able to select which format better fits their own circumstances.

### **4. Authority**

- 4.1 The carer council has no delegated authority from the board, but the views of members will be presented at board meetings via the minutes of meetings and trustee membership.
- 4.2 The carer council can and are encouraged to make recommendations to the board or senior team.
- 4.3 The council will be able to request updates from members of the executive team in relation to their particular areas of the organisation.

### **5. Terms of Reference**

Terms of reference will be developed and reviewed by the council and will be adopted by the Board of Trustees of Caring Together, who together see the role of the carer council as:

- 5.1 To oversee and review the progress of the carer voice and involvement action plan, identifying new priorities.
- 5.2 To contribute to organisational strategy development, ensuring the experiences of carers and former carers shape direction, and the outcomes the organisation needs to achieve for them.
- 5.3 To review feedback on services to support the continuous improvement cycle.
- 5.4 To contribute to organisational publications, including an annual 'You said, we did' report in the Trustee Annual Report, and act as ambassadors for the organisation, championing carers and their rights to support.
- 5.5 To help ensure Caring Together continue to reach carers who are under-represented within the service, and who face barriers to accessing support.
- 5.6 To ensure Caring Together are linking in with other groups of carers and organisations who support them.
- 5.7 To review the terms of reference annually.

## **Carer Council member profile**

The Council seeks members from a wide range of carers, including young adult carers, parent carers and former carers, to ensure a broad and diverse range of lived experience and thinking.

- Members will ideally need to have had some experience of seeking to access or having been in receipt of carer support services (not necessarily those delivered by Caring Together)
- Members will need:
  - The ability to attend quarterly meetings (which will be a maximum of two hours each) and time to prepare for meetings.
  - Understanding of the challenges carers face in navigating the health and social care system and what needs to improve or change.
  - Ability and confidence to participate in meetings either in person or digitally.
  - To want to make a positive difference to the lives of carers.
  - To act as an ambassador/champion for Caring Together and in line with the terms of reference and organisational policies/procedures.

End.