

Haringey Carers' Partnership Board

Terms of Reference

24th August 2010

1. Purpose

The term "carer" is used with different meanings. The national Carers Strategy uses the following definition of "carer":

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.

The Carers Partnership Board (CPB) will deliver Haringey's Carers Strategy and agree priorities, which are to be reviewed on an annual basis by the Board.

The CPB will:

- Be a forum for detailed examination of specific issues affecting carers;
- Monitor progress on those issues;
- Propose further action where appropriate (including informing commissioning decisions); and
- Develop carers' representatives knowledge of these issues and so enable them to be more effective.

2. Reporting Mechanism

The CPB reports in to Haringey's Health and Well-being Partnership Board (H&WBPB), and contributes to the delivery of Haringey's Sustainable Community Strategy 2007-16.

3. Operational Protocols

Membership

The membership of the Carers Partnership Board will:

- Be related to the agreed role of the sub-group with the flexibility to co-opt members for a specified time to meet specific requirements;
- Be reviewed annually;
- Possess the relevant expertise to deliver positive outcomes for carers; and
- Be responsible for disseminating decisions and actions back to their own organisation and ensuring compliance.

Chair - The Carers Partnership Board will be jointly chaired by a Carer from the CPB and Haringey Council's Assistant Director of Adult Services & Commissioning

Vice Chair - The Vice Chair of the Carers Partnership Board will be Haringey Council's Head of Adult Commissioning.

Deputies representation and Co-opting - Partner bodies are responsible for ensuring that they are represented at an appropriate level. Where the nominated representative is unable to attend, a deputy may attend in their place. The CPB may co-opt additional members by agreement for a specified time to meet specific requirements who will be full voting members of the sub-group.

Composition - The Carers Partnership Board will comprise the following members:

Agency	Number of representatives
Carers	Up to 15
Haringey Council (Adult, Culture and Community Services)	3
Haringey Council (Children and Young People's Service)	2
NHS Haringey	2
Barnet, Enfield and Haringey Mental Health NHS Trust	1
Drug and Alcohol Action Team representative	1
Haringey Council (Leisure Services)	1
Haringey Council (Adult Learning)	1
Haringey Partnership Manager Job Centre Plus	1
Community and Voluntary Sector representatives	Up to 6
TOTAL	33

A standing invitation to attend the Carers Partnership Board will be extended to the following agencies to provide a representative:

Agency	Number of representatives
Acute Hospital Trust (Whittington or North Middlesex)	1
Haringey Council (Policy support and/or contracts officer)	Up to 2
Urban Environment (Strategic and Community Housing Services)	1
Community Safety	1
Welfare to Work	1
LD Carers Forum	1
TOTAL	8

Three Young Carer representatives will be invited to two meetings a year of the Carers Partnership Board to share their issues and experiences with the Board.

Meetings

- Meetings will be held every two months for 1.5 hours;
- A half-hour pre-meeting will be available for Carer representatives to support their participation in the Board meetings;
- A meeting of the CPB will be considered quorate when at least 5 carer members are present, providing that at least one representatives each of the Council (both the Adult Culture and Community Services Directorate and Children and Young People's Directorate) and the NHS Haringey are also in attendance;
- The agendas, papers and notes will be made available to members of the public when requested, but meetings will not be considered as public meetings; and
- Protocols for the conduct of members and meetings will be the same as those agreed for the H&WBPB.

Representatives are responsible for disseminating decisions and actions required back to their own organisation

Administrative support to service the meeting will be arranged by the Head of Adult Commissioning - Adult, Culture and Community Services.

Agendas - Agendas and reports will be circulated at least five working days before the meeting, after the agenda has been finalised by the co-Chairs. Carer members are able in discussion with the co-Chairs to put items on the agenda. Additional late items will be at the discretion of the co-Chairs.

Partner action - Representatives will provide a link with their own organisation regarding reporting back and instigating partner action.

Interest - Council elected members must declare any personal and/or pecuniary interests with respect to agenda items and must not take part in any decision required with respect to these items.

Absence - If a representative is absent for three consecutive meetings the organisation/sector will be asked to re-appoint/confirm its commitment to the partnership.

4. Relationships to other Partnership Boards

The minutes of each meeting of the Carers Partnership Board will be shared with the Chairs of the other Partnership Boards under the Health and Wellbeing Partnership Board structure and with the H&WBPB.

This includes:

- Older People's Partnership Board;
- Physical Disabilities Partnership Board;
- Mental Health Partnership Board;
- Learning Disabilities Partnership Board;
- Safeguarding Adults Board;
- Autism Steering Group.