

Carers Planning Group - Terms of Reference 2022

Revised: January 2022

Review: January 2023

The following Terms of Reference (ToR) are for the Carers Planning Group (CPG). The Group is facilitated by Carers Support West Sussex (CSWS) and provides a space in which Carers, Staff and Network Partners can come together to plan and organise events to benefit carers within West Sussex.

A carer is anyone who spends time looking after or helping a friend, family member or neighbour who, because of their health and care needs, would find it difficult to cope without this help regardless of age or whether they identify as a carer.

1.0 Purpose

- To involve carers and improve carer identification across the county.
- To establish a group to support the local delivery of carers events.
- Raise awareness and understanding of carers and their roles.
- Help spread good practice, share knowledge, expertise and learnings from different carer representatives and network partners.

2.0 Objectives

- To improve awareness and self-identification of carers within West Sussex through the planning and delivering of events (Carers Week, Carers Rights Day).
- To share and circulate information and best practice throughout the carer community in West Sussex.

3.0 Membership

Membership of the group includes Carers Voice Representatives, Carers Support West Sussex Staff, and the following network partners:

- [Carers Health Team](#)
- [Impact Initiatives / Impact Workability - Supported Employment West Sussex \(SEWS\)](#)
- [Sussex Partnership NHS Foundation Trust](#)
- [Independent Lives](#)

The Group will invite interested parties to attend meetings or those parts of meetings of relevance to them, including:

- West Sussex County Council Commissioning Team
- Clinical Commissioning Groups
- Charities that work with specific groups of carers (e.g., Alzheimer's Society)

4.0 Membership Responsibilities

- To take a proactive role in the Group.
- To contribute ideas, best practice example, and where possible, resources.

- To contribute to reviewing the feedback from events and activities with regard to the aims and objectives of the Group.
- All members are expected to attend most of the meetings and where they are unable to attend, send a nominated deputy.

5.0 Arrangements and Accessibility

The Group will be chaired by a Carer Voice representative, who will take on the responsibility for a period of 12 months with the option to be renewed on an annual basis. A Deputy Chair will also be drawn from the Carers Voice representatives.

- The Group will meet every three months or as required.
- The meetings require four representatives from a range of organisations or groups and at least one carer.
- Sub-task and Finish Groups may be formed periodically to fulfil short-life activity required.
- As a minimum, the meeting requires four representatives from a range of organisations/groups and at least one carer.
- Carers Support West Sussex will reimburse reasonable travel and parking expenses to carers attending through the Carers Voice Network.
- If additional accessibility support is required to enable carer engagement and participation; it will be arranged by Carers Support West Sussex (i.e., call/video conference).
- Hybrid mix of meetings with meetings taking place online using Zoom (an online conferencing software) and face-to-face meetings arranged after through risk assessment carried about by CSWS and in line with Government guidance around COVID-19 at the time.

6.0 Agenda and Notes

- Carers Support West Sussex will take notes and administer the meetings.
- A summary of notes and action points will be noted and circulated to the Group members via email.
- Notes from the meeting will be shared with Carers Support West Sussex Chief Executive and West Sussex County Council Care Commissioner for information only, as and when needed.
- An email list of the names of those who regularly attend the Group will be maintained by Carers Support West Sussex.

7.0 Reporting

- Feedback from events will be shared with Carers UK, the national carer organisation who oversee Carers Week and Carers Rights Day.

8.0 2022 Meeting Dates

- Wednesday 19 January, 10:30 – 11:30 (Online)
- Wednesday 20 April, 10:30 – 11:30 (Online)
- Wednesday 20 July, 10:30 -11:30 (TBC)
- Wednesday 19 October, 10:30 – 11:30 (TBC)