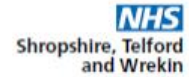




Protect, care and invest  
to create a better borough



## All Age Carers Partnership Board

### Terms of Reference

#### Contents

1. All Age Carers Partnership Board Responsibilities
2. Membership and Roles
3. Meeting arrangements
4. Governance arrangements and Accountability
5. Review Process
6. Leaving the All Age Carers Partnership Board
7. How to get involved with the All Age Carers Partnership Board

#### 1. All Age Carers Partnership Board Responsibilities

The aim of the All Age (adult and young carers) Carers Partnership Board is to:

- Improve the lives of unpaid carers
- Advocate for unpaid carers
- Develop the offer for unpaid carers in the Borough of Telford and Wrekin.

The Partnership Board will work to achieve this through ensuring as many carers as possible are informed, involved, valued and receive timely and appropriate support when needed.

The Partnership Board members will be responsible for designing and implementing an action plan to deliver the All Age Carers Strategy locally in Telford and Wrekin.

The Partnership Board members will monitor the development, progress and impact of the action plan and overall delivery of the All Age Carers strategy. It will also be an opportunity for all board members to feedback on developments, what is working, what changes have been made and what is planned for the future.

#### Expected Outcomes of the All Age Carers Partnership Board

- Development of the all age approach to supporting carers across the borough
- Empowering and co-producing with carers to drive change across the borough
- Supporting carers to have good physical, mental health and wellbeing
- Working in partnership with carers and the wider community to promote a carer friendly borough

- Established links with employers to ensure growth in Carer friendly employers Representative Partnership Board of a diverse range of carers that drive implementation of the All Age Carers Strategy.

## **2. Membership and Roles**

Membership will be formed from stakeholders made up with carers of all ages and from partner organisations that operate across the Health and Social Care arena across Telford and Wrekin.

Everyone who attends the All Age Carers Board meetings will be required to:

- Work together to achieve the agreed aims and outcomes
- Come prepared with a progress update of the strategy action plan at each meeting
- Hear and respect to the views and opinions of other people who attend the meetings
- Give your expert views to make a difference for unpaid carers
- Feedback on any key updates from other specialist boards and groups
- Read any reports and papers prior to the meetings
- Maintain confidentiality - As a member of the board you may have access to some confidential information through paperwork or discussions at meetings and confidentiality must be respected
- Be committed to attend as many of the 4 board meetings per year and subsequent task and finish groups as possible, where practical. If a board member is unable to attend a representative from your organisation must attend to provide an update on progress
- A representative will attend the Adult Social Care Making it Real Board on a quarterly basis to provide an overview of progress from the Carers Partnership Board
- Respect and support Equality, Diversity, and Inclusion as a strong ethos of the board
- Support each other's voice to be heard and challenge discrimination
- Help support a calm and productive environment during meetings
- Some of the topics being brought to the board may cause distress or be triggering to you or other members. Please be mindful of how you react, respond and challenge as this can also be triggering. If you need time and space, please feel free to take time out of the meeting and return if/when you feel able to
- Respect opinions of others and treat others with respect and kindness.

There will be a quorum of attendees that must attend, the chair and vice chair can take the decision to stand down a scheduled Carers Partnership Board if the full quorum are unable to attend. If the nominated chair and vice chair are both unable to attend then the scheduled Carers Partnership Board meeting will be stood down/rescheduled

- Chair- must be a Carer of an Adult, Older Young Carer or Inbetweener aged Carers 16-25 years who are caring for their sibling under 18 from within Telford and Wrekin (Q Member)
- Vice Chair - TWC Councillor (Q Member)
- Telford and Wrekin Adults Commissioning (Q Member)
- Telford and Wrekin Children's Commissioning (Q Member)
- All Age Carers Centre (Q Member)
- Young Carer Representative
- Adult Carer Representative

Membership will be reviewed annually

Chair and Vice Chair:

The Chair and Vice Chair role is:

- To set the agenda for each meeting in the agenda prep meetings. The agenda is a plan of what will be discussed at the meeting and in what order
- Welcome members to the meeting, start the meeting at the appropriate time
- Introduce each agenda item and its purpose, request contributions and encourage participation from board members
- Ensure the meeting keeps to time and formally call the meeting to a close
- Ensure fairness and equality at the meetings.

### **3. Meeting Arrangements**

Existing arrangements agreed by the board for 2026 are as follows:

- Meeting quarterly, excluding the month of August
- Meetings will be organised by Telford & Wrekin Council, predominantly in person, at Darby House. However subject to board agreeing, meetings could be held within a community venue across the borough
- Changes to planned dates and venues will be advised at least four weeks in advance of meeting date
- The meetings will be organised by the Chair who will be a Telford and Wrekin Unpaid Carer, supported by Telford & Wrekin Council Co Production lead and Commissioning Officers for Adults and Children's commissioning Teams
- The Carers Partnership Board will jointly agree standing agenda items, at the start of each calendar year, at the same time the board will agree the areas of the Action Plan that will form the theme of each Carers Partnership Board meeting in that calendar year
- Adult Social Care Business Support Officer will circulate any papers, reports, and presentations along with the agenda 7 days in advance of each meeting
- All stakeholders are required to submit feedback, written updates and or items for presentation to Adults and Childrens commissioning two weeks prior to Carers Partnership Board meeting dates
- Administration support will be jointly shared between Telford & Wrekin Council Commissioning Support Officers from Children's and Adults. Board members

will be advised of the which meetings these officers are providing administrative support for

- Adult Social Care Business Support Officer will record the minutes and actions from each meeting
- The Carers Partnership Board lead will work with board members to ensure meetings are inclusive and accessible.
- Guest speakers who can provide expert knowledge within areas of work will be invited to Carers Partnership Board meetings where appropriate. This will include Carers or Carers representatives to provide lived experience feedback but have chosen not to formally join the Carers Partnership Board
- Task and Finish Groups will be formed outside of the Carers Partnership Board meeting, information from these meetings will be fed into the main Board meetings.

#### **4. Governance Arrangements and Accountability**

The board along with the respective Commissioners will report to the Telford & Wrekin Integrated Place Partnership (TWIPP). The Telford & Wrekin Integrated Place Partnership is a meeting of senior leaders from a wide range of organisations in Telford and Wrekin, who work together to improve outcomes for local people by adopting a strengths based approach – focusing upon offering early help, targeted prevention and a joined up response at time of urgent need.

The Carers Partnership Board will present an annual report to the TWIPP once a year, and will provide regular updates, or reports on other issues when necessary or where escalation is required. The report will contain information on progress in developing the strategy, information on topics and issues the board has discussed, and any issues or questions the Partnership Board would like to ask the TWIPP.

There may be occasions whereby the respective Commissioners and Carers Partnership Board may report on the Boards progress at Health and Wellbeing Board by request.

#### **Accountability**

- Individual group members stakeholders are responsible for reporting back to the Carers Partnership Board on the work within their organisation/ sphere of influence to progress the four key priorities
- To identify and share good practice
- Update on changes to local, regional and national policies that may have an impact on the delivery of the Action Plan

#### **5. Review Process**

The All Age Carers Partnership Board will review what we have achieved together on an annual basis, supporting You Said, We Did model of reporting progress.

The Carers Partnership Board will annually review the Terms of Reference, agreeing any changes needed and reviewing its ongoing need

Signs of successful implementation

The Partnership Board will know the strategy has been implemented when;

- There is an increase in the numbers of carers on the carers register, which leads to an increase in the number of carers accessing carers services across the borough i.e. CVS
- Carers feel Telford and Wrekin is more '*carer friendly*' measured through the annual carers survey
- Organisations have used the All Age Carers Strategy for Telford and Wrekin to inform their policy and procedures and the way they work with carers or potential carers to improve carers lives
- Delivery of the action plan is evidenced.

## **6. Leaving the Partnership Board**

Board members can leave the board at any time and can choose whether to give a reason to either of the Chair and Vice Chair. The board have the discretion to ask a person to leave if there is a situation which escalates and cannot de-escalated in a safe manner. Where such concerns arise, the Chair and Vice Chair along with board members would make a final decision about the individual's future participation on the board.

## **7. How to get involved**

To express your interest in getting involved with the Carers Partnership Board, please contact:

Sarah Poole

Tel: 01952 381219

Email: [AllAgeCarers@telford.gov.uk](mailto:AllAgeCarers@telford.gov.uk)

Address

Sarah Poole

4<sup>th</sup> Floor

Darby House

Lawn Central

Telford

TF3 4JA