

# Haringey Carers' Partnership Board

## Terms of Reference

agreed at the meeting of the Carers Partnership Board on  
17<sup>th</sup> February 2009

### 1. Purpose

Local residents, statutory, voluntary, community and commercial organisations all have a role to play in improving well-being. This includes access to health and care services; access to appropriate leisure and educational services; access to employment; and opportunities for a healthier lifestyle.

Haringey's **Well-being Partnership Board** (WBPB) will lead in promoting and delivering a Healthier Haringey by:

- improving the health and quality of life of people who live and work in Haringey and reducing health inequalities
- setting a strategic framework, including outcomes and objectives, through which joint priorities can be delivered and through which statutory responsibilities can be carried out
- agreeing joint, overarching priorities for the wider well-being agenda through an annual statement which will guide the work of the Board in the light of the most recent information and developments

The term "carer" is used with different meanings. This can dilute the role played by informal (unpaid) carers and the contribution they make to society through what they do. The new national Carers Strategy proposes a new definition of "carer" as a means of overcoming this confusion:

*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.*

By this definition workers from statutory, voluntary or private service providers who are paid to provide personal assistance or support, or volunteers from statutory or voluntary organisations who provide personal assistance or support are **not** considered to be carers.

The **Carers Partnership Board** is set within the frameworks of the Well-being Partnership Board (WBPB). The WBPB has an organising structure of five theme groups which focus on key outcomes which the WBPB is committed to achieving/working towards. These are:

- **Improved health and emotional well-being**
- **Improved quality of life and Economic well-being**
- **Making a positive contribution**
- **Increased choice and control and Freedom from discrimination and harassment and Maintaining dignity and respect**
- **Joint commissioning**

## 2. Rationale

The WBPB is a strategic body forming part of the Haringey Strategic Partnership (HSP). The HSP has established six priority outcomes which are set out in the Sustainable Community Strategy. The WBPB contributes to all six outcomes and has adopted them as its priorities. Whilst all six outcomes are significant for carers, the Carers Partnership Board makes a key contribution to three of these outcomes in particular and reports to the WBPB:

Sustainable Community Strategy Priorities	Well-being Partnership Board Outcomes
People at the heart of change	<b>Improved quality of life</b> <b>Making a positive contribution</b> Freedom from discrimination or harassment Maintaining personal dignity and respect
An environmentally sustainable future	<b>Improved quality of life</b> Economic well-being
Economic vitality and prosperity shared by all	<b>Improved quality of life</b> Economic well-being
Safer for all	<b>Improved quality of life</b> Freedom from discrimination or harassment
Healthier people with a better quality of life	Improved health and emotional well-being <b>Improved quality of life</b> <b>Increased choice and control</b> Freedom from discrimination or harassment Maintaining personal dignity and respect
Be people and customer focused	<b>Making a positive contribution</b>

## 3. Outcomes, Objectives and Priorities

The outcomes, objectives and priorities for the Carers Partnership Board are set out in the Well-being Strategic Framework.

### Outcome 2: Improved quality of life for carers and cared for

This means:

- Access to leisure, social activities and life-long learning and to universal, public and commercial services
- Security at home
- Access to transport
- Confidence in safety outside the home

Our objective is:

To promote opportunities for leisure, socialising and life long learning, and to ensure that people are able to get out and about and feel safe and confident, inside and outside their homes

The priorities are to:

- Promote cultural life and libraries as centres of learning, social, economic and cultural activity
- Enhance future facilities for improving well-being

- Enable people to undertake life-long learning opportunities
- Develop a greater range of social activities within the community
- Reduce fear of crime
- Work to increase access to information technology (IT) for everyone
- Improve transport in the borough so that people are able to get out and about
- Improve sports and leisure provision
- Enhance home care
- Provide culturally appropriate support for carers, including preparing for when they are no longer able to care
- Increase opportunities for people who live independently in their own homes

### **Outcome 3: Making a positive contribution**

This means:

- Active participation in the community through employment or voluntary opportunities
- Maintaining involvement in local activities and being involved in policy development and decision making

Our objective is:

- To encourage opportunities for active living including getting involved, influencing decisions and volunteering

Our priorities are to:

- Create opportunities for having a say in decision making
- Promote user and carer involvement and engagement in service commissioning and delivery
- Increase opportunities for volunteering

### **Outcome 4: Increased choice and control**

This means:

- Maximum independence
- Access to information
- Being able to choose and control services
- Managing risk in personal life

Our objective is:

To enable people to live independently, exercising choice and control over their lives

Our priorities are to:

- Ensure service users and carers have a say, and are actively involved in developing their care plans
- Provide culturally appropriate care in the community
- Promote the use of direct payments as widely as possible
- Further access to employment through individual budgets
- Support individuals with long-term conditions in self-management
- Develop housing related support services for vulnerable people

## **4. Core business**

The Carers Partnership Board through its work plan will:

- Be outcomes focused
- Agree the structure and terms of reference of the Carers Partnership Board
- Report to the WBPB via the subgroup Chairs, providing information to and receiving information from the WBPB on new government initiatives, directives and legislation
- Contribute to the implementation and review of relevant strategies and monitor progress on agreed actions
- Monitor and review the relevant Our Health, Our Care, Our Say outcomes to help us shift from the narrow focus of treating illness and providing care to vulnerable people towards the promotion of well-being for all
- Work with other outcome-focused sub-groups to champion the priorities of the Well-being Strategic Framework (WBSF) and to ensure there is joint ownership and delivery of the framework
- Monitor the implementation of projects delegated to the Carers Partnership Board
- Consider, comment on and endorse, as appropriate, strategic documents from other Partnership Boards or sub groups relating to the sub-group's outcomes that require a joint multi-agency well-being response
- Monitor progress on Local Area Agreement (LAA) targets relating to the sub-group's outcomes
- Contribute to the refreshment and agreement process for agreeing future LAA targets and priorities in line with the Sustainable Community Strategy and the WBSF
- Actively engage informal carers, with specific emphasis on traditionally hard to reach groups, and give support to enable participation from all relevant stakeholders
- Actively encourage the contribution of all stakeholders to the wider well-being agenda, e.g. leisure, environment, housing, community safety, regeneration, education and children's services, ensuring that well-being activities are appropriately considered in their planning, including other HSP theme partnerships
- Share information, best practice and experience
- Share performance management frameworks where appropriate and possible
- Integrate, wherever appropriate, the plans and services of partner organisations including the use of Health Act 1999 flexibilities
- Account for actions and performance through regular reports to the WBPB via the joint commissioning group which manages finance and performance of the WBPB

## **5. 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
- Have the authority and resources to meet the aims and objectives of the Terms of Reference
- Possess the relevant expertise to deliver the Terms of Reference

- Be responsible for disseminating decisions and actions back to their own organisation and ensuring compliance

### **Chair**

The Carers Partnership Board will be chaired by Haringey Council’s Carers Champion, Councillor Catherine Harris.

### **Vice Chair**

The Vice Chair of the Carers Partnership Board will be the Assistant Director of Commissioning & Strategy, Margaret Allen. The Vice Chair will sit on the Well-being Chairs Executive and will be responsible for reporting to the Well-being Partnership Board.

### **Deputies and representation**

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.

### **Co-opting**

The Sub-Group 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:

<b>Agency</b>	<b>Number of representatives</b>
Carers	19
Haringey Council (Adult, Culture and Community Services)	2
Haringey Council (Children and Young People’s Service)	2
Haringey Teaching Primary Care Trust	2
Barnet, Enfield and Haringey Mental Health NHS Trust	1
Drug and Alcohol Action Team Manager (Marion Morris) or representative	1
Voluntary Sector representative (HAVCO elected)	1
Community and Faith Sector (HAVCO elected)	1
<b>TOTAL</b>	<b>29</b>

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

<b>Agency</b>	<b>Number of representatives</b>
Provider representative (Carers Provider Forum to nominate)	1
Acute Hospital Trust (Whittington or North Middlesex)	1
Policy support officer	1
Leisure Services	1
Adult Learning	1
Urban Environment (Strategic and Community Housing Services)	1
Community Safety	1
Welfare to Work	1
Haringey Partnership Manager Job Centre Plus	1
LD Carers Forum	1
<b>TOTAL</b>	<b>10</b>

### **Meetings**

- Meetings will be held 6 weekly for a maximum of two hours, commencing 30<sup>th</sup> September 2008.
- A meeting of the sub-group 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 Teaching Primary Care Trust 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
- Protocols for the conduct of members and meetings will be the same as those agreed for the WBPB

Representatives are responsible for disseminating decisions and actions required back to their own organisation, ensuring compliance with any actions required and reporting back progress to the HSP.

Policy officer support will be provided at meetings. Officers will also attend for specific items within the agenda as and when required.

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

### **Agendas**

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

### **Partner action**

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

**Interest**

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.