

## **Dorset Carers Steering Group**

### **Terms of Reference**

The Dorset Carers Steering Group is a strategic group responsible for the development, production and implementation of the Joint Pan Dorset Strategic Vision 2016-2020 “Valuing Carers in Dorset” (due to be refreshed). This strategy aims to ensure that people can recognise when they are taking on responsibilities that would identify them as a carer, and maintain their own health and wellbeing to remain in that caring role for as long as they wish.

The group will bring together carers, former carers and partners from across Dorset who regularly engage, co-produce and develop strategies to make sure that unpaid carers can access the appropriate support and services they need. The group will inform all parties of progress, through information sharing, monitoring and review.

The group will:

- Link with the Bournemouth, Christchurch and Poole Council (BCP) and Dorset Council (DC) Carers Reference Groups and other local carers groups to ensure that the voice of as many carers as possible is represented and that co-production is maintained throughout the implementation of the “Valuing Carers in Dorset” objectives. (NB The Dorset Carers Reference Group is currently not in operation, this is an area to be developed by Carer Support Dorset on behalf of the council).
- Support the commissioning process by seeking carers’ views to identify gaps in services and develop solutions in a joined up way that meet carers’ needs
- Work collaboratively with the Dorset Carers Partnership Group (DCPG) to monitor progress and improve outcomes for unpaid carers ensuring that the ‘Valuing Carers in Dorset’ vision and objectives (or refreshed strategy when available) are being delivered.
- Monitor finances by receiving regular reports and updates on the pooled budget and other expenditure
- Work collaboratively to share experiences, expertise and good practice, overcome challenges and celebrate progress towards implementing the 9 ‘Valuing Carers in Dorset’ objectives

#### **Membership of the Group**

- Chair (carer) and Co-Chair (carer or professional) who will work together to ensure that meetings are effective.
- Pan-Dorset Carers (Maximum of 12) with a representative range of caring experiences and expertise who will also have links with the Carers Reference Groups and other local carers groups.
- Commissioners and representatives of partner organisations providing support for carers across Dorset including the voluntary sector
  - Bournemouth, Christchurch and Poole (BCP) Council
  - Dorset Council (including Carer Support Dorset)
  - Dorset Clinical Commissioning Group (Dorset CCG)
  - Dorset HealthCare University NHS Foundation Trust (DHUFT)
  - Dorset County Hospital NHS Foundation Trust (DCHFT)
  - University Hospitals Dorset NHS Foundation Trust (Royal Bournemouth, Christchurch and Poole Hospitals)
- Invited guests - experts, practitioners, others who can support the objectives and inform discussion/decisions.

- Membership will be kept at a manageable size, individuals joining should be considered by the group.

### **Meetings**

- Meetings will be held monthly. Administration and organisation of meetings is funded jointly by BCP and Dorset Councils and hosted by Dorset HealthCare.
- Venues, times and dates to be agreed with carers and will be notified to members at least 8 weeks in advance.
- Meetings will also be accessible remotely via Microsoft Teams if members are unable to attend in person.
- Papers for the meeting will be circulated at least one week prior to the meeting subject to other constraints. The papers will be sent by email with enclosures as attachments, uploaded to Files on the Dorset Council Carers Steering Group Teams channel and printed documents sent by post if requested.
- Carers will be able to claim expenses for attending the group, travel, parking and the provision of additional sitting hours as required.
- Any member of the group can raise an item for the agenda through the Chair.
- From time to time members will be asked to participate in task and finish sub-groups to progress the work of the Steering Group
- Notes /minutes should provide a summary of what is discussed and any actions arising with an explanation of any jargon, acronyms and abbreviations. Meetings may be recorded to facilitate accurate note taking.

### **Accountability**

- The group is accountable to the Pan Dorset Joint Commissioning Board.
- Partners organisations to be individually accountable for their own performance and to be directly approachable for gathering information as appropriate, in relation to the outcomes of the strategy. Whenever possible, the DCPG will be responsible for coordinating this process to ensure that specific partner information is fed back to the CSG via the chair/deputy chair in a timely manner.
- Carers are responsible for representing the views of as many carers as possible and the work of the Carers Reference Groups and other local carers groups.
- All members are expected to attend meetings regularly and to contribute in an effective manner.

### **Review:**

These terms of reference set out the purpose and working arrangements of the group and should be reviewed at least quarterly or when changes are required; it will be the responsibility of the Chair to make sure that this happens. If an unscheduled review is required, this should be requested through the Chair.

Review due: August 2021