

## Independent Carers Lay Chair of Surrey Carers Partnership Board Role Description, March 2023

### Surrey Carers Partnership Board

The Board was established in early 2022 to promote, champion and deliver the agreed Surrey Adult Carer and Young Carers Strategies, working across the whole of the health and social care system in Surrey, addressing the wider determinants of health and social care, such as education and housing, as they impact unpaid carers

Board membership reflects the wide system and partnership approach adopted involving statutory agencies, service providers, voluntary, faith and community sector organisations and most importantly carers themselves. In recognition of the need for strong carer involvement and representation, it is always to be chaired by two Carer Co-Chairs and seeks to have half of the membership from carers/ carer led organisations in line with national guidance on Partnership Board makeup.

The Board oversees the development and delivery of the Surrey Joint Carers Programmes of work to meet the priorities of the strategies, and works closely with and holds to account the Joint Surrey Carers Commissioning Group that manages carer commissioned services as part of the Programmes. It also promotes and works closely with all health, care, education and community policy makers and providers on their action plans aimed at meeting the strategic objectives, and with the carer action groups in the 6 Surrey Places and with other Partnership Boards across the county.

The Board works alongside the Surrey Health & Wellbeing Board on the wider strategic direction, delivery and performance for identification, assessment and support of carers and through its members, links to the Integrated Care Boards and Partnerships.

Surrey's strategies were developed with carers and provide the basis for transformation of the lives of unpaid carers, for example the adult strategy vision is : *“Surrey should be a place where carers are recognised, valued and supported, both in their caring role and as an individual. Carers will be respected as partners in care, will have a strong voice that influences improvement, and will be able to access the support they need, when they need it, and in the way that works best for them. This support will be available equally to all carers.”*

### Role summary

The role of Independent Carers Lay Chair is intrinsic to the successful delivery of the strategy priorities in 2022-24 through leadership of the Board and its activities in line with its agreed Terms of Reference.

The post holder will act as co-Chair (with another lay Chair) of the Surrey Carers Partnership Board and plan and manage meetings and seminars: and may also chair Sub-committees and task and finish groups that report to the Partnership Board, if requested and able.

The role is both strategic and impartial, providing an independent view on the strategies, action programmes and progress in meeting the agreed priorities, seeking opportunities for partnership working and for carers needs and views to be at the heart of changes.

### **Core functions**

In addition to the duties and responsibilities in leading the Board as described below, the role of Independent Carers Lay Chair is to bring the carers unique perspective to the oversight of planning and delivery and renewal of activities to achieve the agreed carer priorities and their underlying action programmes. The post holder will seek to ensure that through the Board:

- the voice of carers is heard throughout the planning and delivery of health and social care services generally; recognising carers as expert partners in health and care through their lived experience and knowledge of and insights into the people they care for
- the interests of carers are at the heart of discussions and decision making and that their expectations are understood and met
- delivery of the agreed priorities in the Strategies is progressed in the best interests of the caring population, based on evidence based positive benefits for their lived experience;
- the Board is continually seeking and is responsive to the views and needs of local carers and looks for continuous improvement regarding co-design and co-production of service planning and delivery;
- the partnership is continually extending and reaching out to all parties in the health, care, education and community system, to improve carers lives: most especially to carer networks, organisations and individuals seeking the voice and views of carers in relation to specific agenda items or carers issues more generally, especially seldom heard from groups and individuals.

### **Role Duties and Responsibilities**

The duties and responsibilities of the Chair include (main headings):

- **Leading the Board**
  - Ensuring that the Board is managed effectively:
  - Driving Board member recruitment and succession planning for both new Chairs and Board members;
  - Leading board communications and public relations:
  - Leading board development:
- **Ensuring smooth running of Board calendar and meetings**
  - Preparation:
  - Forward planning;
  - Managing the meeting process and behaviour of Board members:

- Decision-making:
- Checking and signing the minutes:
  
- **Promoting good governance among Board members including:**
  - Supporting new Chairs and new/ replacement members through the induction process
  - Following up with Board members on items or actions outstanding throughout the year and work plans, seminar themes and agenda items
  - Regularly liaise and co-ordinate with the Joint Carers Team and the Surrey Carers Commissioning Group to discuss and agree work priorities; and with all Board members and organisations
  
- **Acting as figurehead or spokesperson** : the Chair shall rise to the occasion on behalf of the Board

### **Period of appointment**

Each appointment will be for a period of two years.

### **Conflict of interest**

The Independent Carers Lay Chair is required to declare any relevant and material personal or business interests for them or close relatives and will be required to abide by the relevant Integrated Care Board Conflict of Interest Policy.

### **Person specification**

- Understanding of carers' experiences, from lived experience of caring
- Having an interest in or experience of helping to improve services and support for carers;
- Being able to contribute confidently and respectfully to discussions;
- Having the ability to use their insight, skills and experience to support the process, while adopting and maintaining an objective and impartial approach;
- Being aware of and committed to pro-actively addressing equality, diversity and inclusion, and health inequalities equality, diversity and inclusion;
- Interested in local and county-wide community issues;
- Committed to empowering and facilitating carers voice and views;
- Having an interest in co-design and co-production
- Having the ability to accept accountability, and to probe and challenge constructively;
- Confident to question information and explanations supplied by others, who may be experts in their field; and
- Having experience of participating in meetings.

### **Time commitment and support**

The Surrey Carers Partnership Board currently meets four to six times and holds two seminars a year. Meetings and seminars are currently held virtually, using Microsoft Teams, and are usually two to three hours in duration. The agenda for each meeting will need to be agreed at least one week in advance of the meeting, to be sent out to attendees along with any supporting papers. The time commitment for other activities that the Independent Lay Chair may be requested to support (if they are willing and able) will be discussed and agreed as such opportunities/requests arise. A named contact from the Surrey Joint Carers Programme will be available to discuss any queries or concerns, and will provide support and guidance as needed.

This is a voluntary role. Reasonable expenses will be reimbursed.

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