

# Caring Together Charity

## Carer Council Terms of Reference

### 1. Purpose

- 1.1 To ensure the voice of carers with lived experience is evident in the agreed strategic direction, operational activity, and continuous improvement of Caring Together Charity, helping to support the objective of no unpaid carer in crisis.

### 2. Membership

- 2.1 Appointment of members of the Carer Council and election of the Chair of the Council will be by the council.
- 2.2 Other than representatives of Caring Together Charity, all members of the Council are unpaid volunteers.
- 2.3 The Carer Council will be chaired by a member of the council who has current or lived experience of being a carer. In the absence of a Chair, the Chief Executive of Caring Together Charity will be responsible for sourcing a replacement and ensuring interim arrangements.
- 2.4 The optimum number of members of the council is 12, although flexibility is applied to ensure diversity of membership, which may mean this number is exceeded.
- 2.5 Two Caring Together Charity Trustees and the Chief Executive will be members of the Carer Council. Most other members will be, or will have been, carers.
- 2.6 All members, including the Chair, will be appointed for a three-year term with a maximum of three terms. Members may resign at any time by submitting their resignation in writing to the Chair of the council. The Chair also has the power to terminate membership of the council should it be required.
- 2.7 Caring Together Charity will assist and encourage Carer Council members to participate in learning and development opportunities to support them in their role.

### **3. Meetings**

- 3.1 Meetings will be held quarterly with dates to be decided by the Carer Council.
- 3.2 Administration support will be provided by the Office and Customer Services Manager.
- 3.3 Meetings will be held virtually and in-person with members being able to select which format better fits their own circumstances.
- 3.4 Members will be reimbursed travel expenses for participating in the Carer Council and, if required, replacement care will be provided at no cost to members (subject to availability).

### **4. Authority**

- 4.1 The Carer Council has no delegated authority from the Board, but the views of members will be presented at Board meetings via the minutes of meetings and Trustee membership.
- 4.2 The Carer Council can and are encouraged to make recommendations to the Board or Senior Leadership Team.
- 4.3 The Carer Council will be able to request updates from members of the Senior Leadership Team in relation to their particular areas of the organisation.

### **5. Terms of Reference**

Terms of Reference will be developed and reviewed by the council and will be adopted by the Board of Trustees of Caring Together Charity, who together see the role of the Carer Council as:

- 5.1 To work co-productively with Caring Together Charity staff in developing and implementing joint activities designed to positively impact carer provision and support, especially those carers who are under-represented within the service, and who face barriers to accessing support.
- 5.2 Participate in organisational strategy development, ensuring the experiences of carers and former carers shape direction, and the outcomes the organisation needs to achieve for them.
- 5.3 Provide feedback on services and make recommendations on service improvements.
- 5.4 To contribute to organisational publications, including an annual 'We said, we did' report in the charity's Annual Report.

- 5.5 To act as ambassadors for the organisation, championing carers and their rights to support.
- 5.6 To ensure Caring Together Charity are linking in with other groups of carers and organisations who support them.
- 5.7 To review the Terms of Reference annually.

## Carer Council Carer Council member profile

The Carer Council seeks members from a wide range of carers, including young adult carers, parent carers and former carers, to ensure a broad and diverse range of lived experience and thinking.

- Members will ideally need to have had some experience of seeking to access or having been in receipt of carer support services (not necessarily those delivered by Caring Together Charity).
- Members will need:
  - The ability to attend quarterly meetings (which will be a maximum of two hours each) and time to prepare for meetings.
  - Understanding of the challenges carers face in navigating the health and social care system and what needs to improve or change.
  - Ability and confidence to participate in meetings either in person or digitally.
  - To want to make a positive difference to the lives of carers.
  - To act as an ambassador/champion for Caring Together Charity and in line with the Terms of Reference and organisational policies/procedures.