

CARERS ADVISORY PLANNING GROUP
TERMS OF REFERENCE

1. PURPOSE

1.1 The Carers Advisory Planning Group will ensure the efficient and effective joint planning of agreed health and social care services for carers, thereby contributing to the continued implementation and monitoring of the Health Social Care & Wellbeing Strategy.

2. OBJECTIVES

2.1 JOINT WORKING:

2.1.1 To facilitate effective joint working by engaging with relevant stakeholders in the statutory, voluntary and private sectors involved in carers' issues.

2.2 IMPLEMENTING THE HEALTH SOCIAL CARE AND WELL-BEING STRATEGY:

2.2.1 To develop an action plan or implementation plan based on the objectives contained within the carers' strategy strand of the Health Social Care and Well-Being Strategy and present this to the SPG.

2.2.2 To develop, support, direct and monitor Joint Operational Groups to implement objectives or specific projects where appropriate.

2.2.3 To foster links with all other APGs to increase awareness of cross-cutting issues; .

2.2.4 To contribute to the development of other APGs action plans or implementation plans where there are known cross-cutting issues;

2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:

2.3.1 To make links between the objectives contained in the relevant strategies which apply to carers;

2.3.2 The Carers' APG will provide the Strategic Planning Group (SPG) with evidence of changing need in Carers Issues.

2.3.3 To determine how well current services meet the needs of carers and to advise the SPG accordingly.

2.3.4 To make evidence-based recommendations for short, medium and long-term sustained improvement and service development to the SPG.

2.3.5 To coordinate the submission of joint bids for funding of relevant services, including the Flexibilities Special Grant.

2.3.6 To report to the SPG on progress made on the objectives contained in the carers action plan .

2.3.7 To report to the SPG on any challenges or delays in progressing particular objectives or projects.

2.3.8 To receive instructions from the SPG.

2.3.9 To provide progress reports as requested by the SPG and contribute towards the development of Annual Report of the Health, Social Care and Well-Being Strategy.

2.6 PUBLIC CONSULTATION AND SERVICE USER INVOLVEMENT:

2.6.1 To ensure that appropriate consultation is undertaken with relevant stakeholders;

2.6.2 To develop a carers' forum or other mechanism, which enables the Carers APG to consult effectively with Carers

3. CURRENT MEMBERSHIP

List

Agency	Name
PRT Carers Centre	Sue Hutton
Cardiff Council (Adult)	Nicola Hayne
Cardiff Council (Adult)	Lisa Horton
Cardiff Council (Adult)	Helen Cook
Cardiff LHB	Chris Koehli
Cardiff &Vale Trust	Simon Williams
Cardiff &Vale Trust	Janice Lloyd
Mental Health Dev. Project	Jane Petreane
Community Health Council	Joan Cooper
Parents Federation	Norbet Flynn
Cardiff Carers Support Group	Dr Sheila Curran
Cardiff Council (Substance Misuse)	Grahame Howard
Cardiff Council(Childrens)	Marilyn Lawrence

4. METHOD OF OPERATION

- 4.1 The APG members shall elect a Chair.
- 4.2 The Chair will represent the carers' APG at SPG meetings.
- 4.3 Meetings shall be on bi-monthly, aligned when appropriate, to inform the meetings of the SPG.
- 4.4 Only in exceptional circumstances, shall a member of the group, nominate a deputy to attend in their place. Where such an exception occurs, the member shall brief the nominated deputy adequately, and delegate decision making powers where possible.
- 4.5 Agenda items can be put forward by any member of the Carers APG by e-mailing the Chair, 5 working days prior to the next meeting.
- 4.6 Papers for presentation shall be submitted by e-mail to the Chair, 5 working days prior to the next meeting.
- 4.7 Feedback from SPG and any Carers APG sub groups should be a standing agenda item at each meeting.
- 4.8 Feedback from the Carers Forum should be a standing agenda item at each meeting.
- 4.9 Expert input shall be co-opted where necessary.

5. REPORTING ARRANGEMENTS

- 5.1 Each member of the Carers APG shall take responsibility for briefing appropriate individuals and groups within their own organisations, departments or service areas.
- 5.2 Feedback from all APGs shall be a standing item on the SPG agenda.
- 5.3 The named APG Chair shall attend SPG meetings and feed back to the group.
- 5.4 SPG feedback shall be a standing item on the agenda of the Carers' APG.

6. REVIEW OF TERMS OF REFERENCE

- 6.1 The Carers' APG terms of reference shall be reviewed annually.