

# Carers Strategy 2011-2015

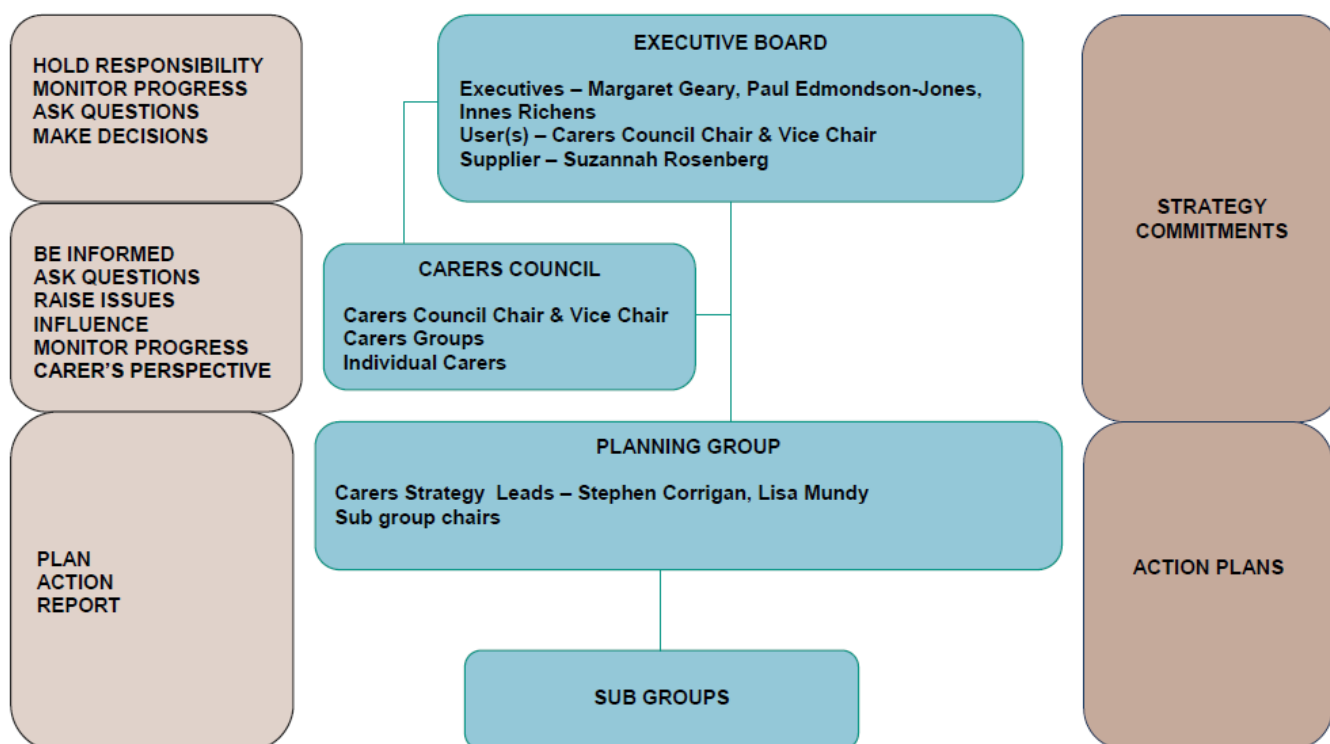
## FIRST DRAFT Executive Board Terms of Reference

### 1. Background

1.1 The Portsmouth City Carers Strategy has been developed by Portsmouth City Council and NHS Portsmouth. Its main purpose is to provide an overarching direction for all agencies working with carers and to begin the work of establishing a baseline and improvement framework for carer support and service provision.

1.2 The strategy sets out a number of priorities and associated actions to be achieved over the four year period 2011-2015. The actions are broad, have been categorised into themes and assigned to sub groups for progression and completion. A planning group has been set up to oversee, co-ordinate and monitor the work of the sub groups and to report progress to the carers council and executive board.

### 2. Strategy Management Structure



### 3. Overall aim of the Executive Board

3.1 The executive board holds overall responsibility for ensuring that the Portsmouth Carers Strategy meets its commitments through its action planning and management processes. Members will report upwards within their organisations (PCC & NHS Portsmouth) to ensure that understanding to the strategy is widespread and at every level.

### 4. Membership

4.1 The board is a meeting of the two main commissioning agencies and member so of the carers council.

<u>Name</u>	<u>Job Title</u>	<u>Delegation</u>	<u>Organisation</u>
Margaret Geary	Director of Adult Social Services	Executive	PCC
Innes Richens	Executive Director	Executive	NHS Portsmouth
Paul Edmondson-Jones	Director of Public Health	Executive	NHS Portsmouth
Suzannah Rosenberg	Head of Integrated Commissioning	Supplier	PCC/NHS Portsmouth
TBA	Carers Council Chair	User	Carers Council
TBA	Carers Council Vice Chair	User	Carers Council
Stephen Corrigan	Carers Strategy Lead,	Non Voting	PCC/NHS Portsmouth
Lisa Mundy,	Carers Strategy Lead,	Non Voting	PCC/NHS Portsmouth

The Executive Board are able co-opt members as required. Executives may nominate a delegate whom is one level down to attend a meeting on their behalf, if unavailable (I.e. Director can nominate associate director).

### 5. Quorum

The Quorum for each meeting should be as small as possible without risking undermining the strategy.

### 6. Meetings

6.1 Meetings will be held quarterly and timed to complement the action planning cycle. Admin support will be provided by the Integrated Commissioning Unit. The Carers Leads will be in attendance to report on the work of the planning group and sub groups. From time to time the board may wish to invite or co-opt other professionals, advisors or individuals to attend and contribute to the work of the board.

### 7. Responsibilities

7.1 The group will be responsible for;

- The overall development and progression of the strategy in line with locally identified needs and national drivers and for taking early action to prevent failure
- Ensuring that the strategy work is carried out in line with Portsmouth City Council and NHS Portsmouth's duties and powers
- Making decisions on the development and progress of the strategy – with each individual holding responsibility for the decision making within each of the organisations and within the authority of their role
- Agreeing the strategy management and monitoring systems and processes
- Monitoring the strategy action plan and risk register through regular reports received from the planning group and ensuring the group are achieving to plan
- Keeping minutes of all meetings which will be published on the PCC website (commercially sensitive or personal information may be excluded from publication)
- Professional members will report upwards within their organisations to ensure that understanding to the strategy is widespread and at every level
- Representing the executive board at internal and external events or delegating this responsibility to other staff within the carers management structure

## **8. Role of the Chair**

8.1 The Chair will be nominated at the first meeting of the executive board and will be a PCC/PCT employee. In summary, the chair will;

- provide leadership for the board
- chair and facilitate the board meetings and agree the agenda in consultation with the carers strategy leads
- instruct the strategy admin support to ensure all board paperwork is distributed at least a week before each board meeting
- support and liaise with the carers strategy leads, carer council chair and vice chairs between board meetings

## **9. Support to the Carers Council Chair & Vice-Chair**

9.1 The carers council chair and vice-chair will receive support with carers council meetings and other general support from Carers Together.

9.2 The executive board will nominate a professional member(s) to give support and mentoring in relation to the executive board meetings when they are acting as executive board members.

9.3 The carers council chair and vice chair will receive reimbursement of agreed expenses on the production of valid receipts (e.g. travel at the PCC rate) when attending executive board meetings. This will include funding or services to release them of their caring duties (e.g. sitting service costs).

## **10. Review**

10.1 These terms of reference will be reviewed annually or as required.

