



North Tyneside Council



Terms of Reference Carers Partnership Board

1. Rationale

The establishment of a Carers' Partnership Board is in response to the Health & Wellbeing Board's strategic objective number 5 'An integrated approach to identifying and meeting carer health and wellbeing need (all ages)'.

The Health & Wellbeing Board has provided a brief for the new Partnership Board to include the following requirements:

- Production of a Joint Plan for supporting carers, building on the existing North Tyneside Carers Commitment
- Map and describe carer pathways of support for Mental Health

In addition, the North Tyneside Commitment to Carers (2015) was developed in partnership between Carers, North Tyneside CCG, North Tyneside Council, North Tyneside Carers Centre, Carers Voluntary Sector Forum and Healthwatch North Tyneside.

The Commitment to Carers identified the need for improvement in the following areas:

- Earlier identification of carers and the provision of quality information
- Improve carer health, wellbeing and support
- Increase access to information for carers across primary and secondary care
- Increase uptake of carers assessments
- Develop a support mechanism that enables carers to go to/continue to work or in education
- Ensure carers have access to emotional support
- Ensure smooth transition of support from children's to adult services
- Strengthen the role of carers as part of the hospital discharge process

2. Objectives

- To develop a programme to support Primary Care to identify all carers
- To improve carer health and wellbeing e.g. carers breaks, crisis support
- To improve timely access to information and support by increasing opportunities for carers to find out what is available to support them and how to access it
- To review quality and assurance processes across education, health and care to ensure carers needs are identified and met during assessment and review processes
- To ensure a targeted workforce is trained to recognise adult and young carers and parent carers to assess their needs across education, health and care
- To produce information for carers on what support is available to return to employment

- Develop support options for 16 – 25 year olds with carer responsibilities
- To improve the Carers experience across health and social care services by proactively involving carers in the co-production of all aspects of work in relation to carer involvement and ensure carers are seen as expert partners in care

3. Accountability

The Carers Partnership Board will be accountable to the Health & Wellbeing Board.

It is expected that the Partnership Board would lead the discussion regarding the strategic focus on all aspects of carer and carers support and provide recommendations on behalf of each member's respective organisation and seek approval from the Health & Wellbeing Board.

4. Membership

The Partnership Board membership is limited; however there is a commitment with the wider carer population, third sector and other stakeholder groups across the whole system, to capture specific expertise and opinion.

Partnership Board members:

Organisation	Name	Role	Responsibilities
North Tyneside CCG	Tom Dunkerton	Commissioning Manager	
	Donna Sample	Commissioning Support Officer	
North Tyneside Council	Susan Meins	Commissioning Manager	
	Rachel Nicholson	Public Health Manager (Children)	
	Lesley Davies	Senior Manager - Prevention and Early Help	
	Jane Pickthall		
	Cllr Gary Bell	Councillor	
North Tyneside Carers Centre	Claire Easton	Chief Executive	
Northumbria Healthcare NHS Foundation Trust	Stephen Holmes	Service Lead District Nursing and Palliative Care	
	Alyson Raine	Deputy Director of Emergency Care	
Northumberland, Tyne & Wear NHS Foundation Trust	Rebecca Campbell		
Newcastle upon Tyne Hospitals NHS Foundation Trust	Tracy Scott	Head of Patient Relations	

Healthwatch North Tyneside	Judy Scott	Board Member	
Community Healthcare Forum	Michele Spencer	Senior Development Officer	
	Paula Peart	Information and Communications Officer	
YMCA	Dean Titterton	Chief Executive Officer	

5. Conflict of Interest

All members of the Partnership Board will be required to sign a Conflict of Interest form and Confidentiality Agreement. Where a member becomes aware of an issue which could lead to a conflict of interest, this should be discussed with the Partnership Board.

6. Attendance at Meetings

The Partnership Board members are asked to attend regular meetings. If they are unable to attend, a suitable representative must be nominated to attend in their place. It is the requirement of each attendee to have designated responsibility to make decisions on behalf of their organisation. If Partnership Board members cannot attend, they are expected to have carried out their actions and circulated their response in their absence.

7. Frequency of Meetings

Meetings will be held on a monthly basis for the first 6 months and on a quarterly basis thereafter. However, this may be amended as appropriate and necessary. We will endeavour to make best use of technology facilities available i.e. teleconference, WebEx.

8. Escalation Process

To ensure full delivery against the plan an escalation process is in place should an issue arise.

9. Administration

The Partnership Board Chair will ensure that appropriate administrative support is provided where necessary. The papers will be issued 7 working days prior to the meeting; therefore any requests for an item to be placed on the agenda should be made 12 working days before the meeting.

It is the responsibility of all members to have reviewed the documentation and be prepared to come with the relevant information to assist with discussions.