

**Shropshire Carers Partnership Board**

**Expert by Experience Co-chair**

**Role Description**

**Shropshire Carers Partnership Board**

The Shropshire Carers Partnership Board (SCPB) has a strategic role in overseeing the development, commissioning, and implementation of services for unpaid carers in Shropshire, whatever their age, to ensure carers are supported.

It is important that carers, communities, the voluntary sector and health organisations are part of the Board so that key issues facing unpaid carers are understood and can be addressed.

**Aims and Objectives**

The purpose of the Board is to promote the interests and wellbeing of unpaid and family carers.

* To develop a clear All-Age Carer Strategy that meets the needs of all carers in Shropshire, which is actively developed by the Board.
* To monitor the strategy to ensure it remains relevant and effective.
* To establish an open and fully co-produced process that supports and promotes the involvement of carers in all areas of service delivery
* To direct and support the work of subgroups formed to action the priorities set by the Board.
* To discuss and address issues of common concern to carers in Shropshire.
* To encourage the exchange of ideas and aspirations and share examples of good practice that may help carers to feel supported
* To raise awareness and improve the understanding of the scope of the unpaid carer’s role
* To work together to improve support, advice and services available for carers in Shropshire

**Co-chairing arrangements**

The SCPB Co-chairs will be the Portfolio Holder for Adult Social Care and Public Health and an Expert by Experience member of the SCPB.

The Expert by Experience Co-chair will stay in the role for a year or 4 quarterly meetings. A new Expert by Experience Co-chair will be appointed through the process described below.

**Appointment**

The Expert by Experience Co-chair will be a member of the SCPB and will be appointed following a nomination process within a SCPB meeting – with a nomination coming from themselves or another Expert by Experience member – followed by agreement by the majority of Board members.

**The role and responsibility of the co-chairs**

The Co-chairs are responsible for ensuring the SCPB is focused on delivering its aims and objectives and has a plan showing how it will do this. They will shape and support the development and delivery of SCPB’s work programme.

The Co-chairs will work with members of the Carers Support Team to plan and prepare for meetings of the SCPB, e.g. set agendas in consultation with members of the Board and ensure actions arising from meetings are worked on and completed.

The Co-chairs will ensure that the SCPB is run in line with its Terms of Reference and meetings are run efficiently with the opportunity for all SCPB members to contribute equally.

The Co-chairs will occasionally attend Carers Support Team meetings to assist in taking forward actions arising from Board meetings.

Appropriate support and training will be identified and provided as required to ensure the chairing role is fulfilled effectively and is a satisfactory and meaningful experience.

**Time commitment**

It is expected that the Expert by Experience Co-chair role will take a minimum of 8 hours per quarter to deliver. This will include a Board meeting, planning and feedback meetings and involvement in development activity.

**Expenses**

The Expert by Experience Co-chair will be reimbursed any expenses they incur to attend meetings and other SCPB activity through Shropshire Council in line with the current expenses reimbursement policy.

**Authority**

The Expert by Experience Co-chair will have no formal authority to direct the SCPB or the affairs of Shropshire Council. Like other SCPB members, they are entitled to make motions and vote on matters before the Board.

The Co-chair may not, on behalf of the Council, enter into agreements with other parties without the knowledge and approval of the SCPB.

**Code of conduct**

The Co-chair will accept the Shropshire Carers Partnership Board’s Code of Conduct, as described in the Board’s Terms of Reference. If the co-chair is unable to comply with the Code of Conduct will be asked by the Chair to step down from the co-chair role and the Board.