



Carers' Advisory Partnership

Chair Role Description

The best way of getting the needs of carers across to service providers and decision makers is for carers to be directly involved in those conversations. However the very nature of being a carer means that carers can be limited in the time and energy they can give to meetings and other events.

The role of Chair of the Carers' Advisory Partnership (CAP) does require more input than the carer members involved, though individual circumstances can mean that the Chair may not always be able to carry out all the duties of the role all of the time.

With this in mind, all CAP members (carers and partners) support the Chair on an ongoing basis and whilst the Chair must be able to fulfil most of the duties most of the time, other members can and do step in if required.

The North Lincolnshire Council Partnerships and Governance Manager and/or their team will provide support for the Chair or any CAP carer member substituting for the Chair and will arrange informal or formal training as required.

CHAIR'S DUTIES (may be carried out temporarily by substitutes if necessary):

Meetings and Governance:

- Chair the monthly CAP meetings and other meetings (e.g. carers only) as required.
- Draw up the agenda for meetings.
- Maintain an overview of CAP business, chase up actions and ensure that timescales are met.
- Maintain an overview of monies spent in support of the work of CAP.
- Ensure that all CAP carer members share and have an opportunity to take part in activities outside the monthly meetings.
- Countersign carer members' claim forms for expenses.

Networking and 'Flying the Flag' for carers:

- Represent CAP in a positive and 'professional' manner.
- Build relationships with relevant organisations and professionals.
- Represent CAP on the Adults Partnership.
- Represent or arrange for representation of CAP at other meetings / on other groups.
- Attend meetings of the All Age Carers' Commissioning Strategy Action Group.

- Meet regularly with the carer leads for North Lincolnshire Council (NLC) and North Lincolnshire Clinical Commissioning Group (CCG) and with the NLC Director of Adults and Community Wellbeing and Cabinet Member for Adults.
- Meet regularly with the Partnerships and Governance Team / Manager.
- Undertake initial discussions with prospective new carer members.
- Along with the NLC Partnerships and Governance Manager provide ongoing support for carer members.
- Attend staff meetings, staff training events, roadshows etc. to talk to NLC and NHS staff about carers.
- Maintain an overview of and approve all communications about and on behalf of CAP e.g. newsletter articles, website content etc.

SKILLS, KNOWLEDGE AND EXPERIENCE:

The main 'qualifications' for being the Chair are experience of being a carer and/or understanding the needs of carers and the ability to promote the needs and views of all carers.

The following would also be useful:

- Chairing meetings.
- Good communications skills (verbal and written).
- Ability to build relationships.
- Presentation / public speaking