



Hillingdon Carers' Strategy Group Carer representative role description

1) Scope and purpose of role:

To work as part of the multi-agency Carers' Strategy group to oversee and ensure effective delivery of the Hillingdon Carers' Strategy

In addition to usual carer consultation activity, wherever possible, to use personal lived experience of caring and information from others to inform the setting of priorities and to shape the work of the partners in supporting carers

To feed back relevant experiences from carers to ensure that their needs are helping to set the priorities of the Carers Strategy Group.

2) The position requires:

- Attendance at four Carers' Strategy meetings per year, for which out-of-pocket expenses will be covered, including replacement care if required
- The ability to think strategically and to consider the needs of all carers, rather than bringing only personal issues to the table
- The representative to sign a confidentiality agreement as the post-holder might from time-to-time be party to sensitive information
- An understanding of the structures, systems and processes in statutory services and the governance arrangements that bodies such as the Council, Clinical Commissioning Group (CCG) and GP Confederation have to abide by
- To avoid frustration, an understanding that change can take time, especially across large statutory bodies, and that officers are all dealing with multiple priorities

- Knowledge of – or a willingness to learn about – national policy drivers for carer support at a local, regional and national level

3) Means:

- To receive and consider all reports and supporting papers in advance of each meeting, including (but not exclusively):
 - Carers Strategy Delivery Plan update reports
 - Annual reports to the Council's Policy and Overview Committee and Cabinet, and the CCG's Governing Body
 - Regular partner update reports, usually presented at meetings
- If desired, to visit Hillingdon Carers Partnership services in order to understand contracted carer support provision and to form relationships with operational staff
- Develop a profile amongst carers and own portfolio of work according to skills, knowledge and areas of interest – this might be outreach to carer groups, representation at other meetings etc
- To act as an ambassador for the group at twice-yearly Carers' Forums and other carer events in the annual calendar (such as the Carers' Fair, Hillingdon Carers' AGM etc)

4) Methodology:

- Carers will be selected via a competitive process, although every effort will be made to keep the selection process informal
- Selection to the position will be for one year in the first instance, with the opportunity to stand for a total of three years if agreeable to all parties at the end of each-year
- A mentor from the Council, CCG or Hillingdon Carers Partnership will be provided to ensure that the representative understands all the associated papers and has an opportunity to go through the meeting agenda prior to each meeting and, if required, a debrief after meetings.