**Carers Ministerial Advisory Group: Engagement and Accountability Group – Terms of reference (draft)**

**Remit**

The purpose of the Engagement and Accountability Group (E&A) should be to both inform and support the Welsh Government’s Ministerial Advisory Group for Carers, which was established in summer 2018. Therefore, the Group should have a dual focus of:

* Collating and sharing views and knowledge on a range of topics of interest to the membership, bringing issues of key importance to the attention of the Deputy Minister for Health and Social Services and the Ministerial Advisory Group; and
* Supporting the delivery of the Ministerial Advisory Group’s priorities by providing feedback and challenge.

In particular, the Engagement and Accountability group will:

* Develop its own workplan and priority areas of focus;
* Consider, provide appropriate challenge and inform priority areas of focus of the Ministerial Advisory Group for Carers; and
* Be proactive in gathering the views and experiences of others to inform advice and recommendations.

**Composition and responsibilities**

The Engagement and Accountability Group should comprise no more than 25 representatives and no fewer than 15.

Members should be drawn from across Wales to reflect the experiences of carers and frontline staff who support them. The intention is that members are able to provide practical insight and experience rather than have strategic oversight or decision-making responsibility.

These representatives should:

* be carers or have recent experience of caring i.e. within the last 24 months, or
* be frontline professionals with specific experience of working with carers
* be connected to wider groups of carers or relevant professionals, such as professional networks, carers forums or support groups
* be willing and able to consult with other carers or frontline professionals to gather information and insight
* be confident in using information and evidence to shape opinions
* be able to dedicate time to attending virtually, or in person, at least 3 meetings per year
* have a good understanding of the Social Services and Wellbeing Wales Act and the ethos behind it (or be able to be supported to achieve this)

The composition of the Engagement and Accountability Group in 2019/20 will include:

Carer representatives:

* 2 members from Children in Wales’ Young Carers Network
* An unspecified number of members from All Wales Forum’s Regional Partnership events up to a maximum of 5 places.
* 7 Regional Partnership Board representatives (places will be offered to them but there is recognition that all may not accept)
* 5 additional carer representatives

Frontline staff:

* A representative from a from a hospice or bereavement organisation
* A representative from a drug and alcohol organisation
* A representative from a mental health organisation
* 4 members to represent primary and secondary care
* 1 Social Worker
* 3 members of frontline staff who support carers

There should be representatives from all regions of Wales on the Group and positive action will be taken through the nomination process to encourage a diverse membership.

Members will sit on the Engagement and Accountability Group for two years.

Carers will be remunerated travel and subsistence expenses and respite / replacement care costs if required to facilitate attendance at the meeting.

**Structure and feed into the Ministerial Advisory Group**

The Chair of the Engagement and Accountability Group will have a place on the Ministerial Advisory Group.

The Ministerial Advisory Group will have a standard agenda item dedicated to the Engagement and Accountability Group. The Chair of the Engagement and Accountability Group as a member of the Ministerial Advisory Group in their own right should then be able to speak to relevant papers.

The Chair or Vice Chair of the Ministerial Advisory Group ought to attend each meeting of the Engagement and Accountability Group both for understanding and information sharing purposes.

Every third meeting of the Engagement and Accountability Group will form a joint meeting with the Ministerial Advisory Group for Carers. This will be held as the last meeting within each financial year to enable joint reflection and forward planning.

The Engagement and Accountability Group will meet no less than 2 weeks before the full meeting of the Ministerial Advisory Group. At this point, all papers for the Ministerial Advisory Group meeting will be made available to the Engagement and Accountability Group for discussion and scrutiny. All comments on these papers will be communicated to the Ministerial Advisory Group via the Chair of the Engagement and Accountability group, at the Carers MAG meeting.

Meetings will be held in north and south Wales with skype access in all locations.

Should the group decide to develop sub-groups or to take forward specific workstreams, participants within each sub-group will decide together on the best approaches to arranging follow up meetings or correspondence.

Welsh Government will provide reasonable support to enable these activities to take place.

Further information about the Carers’ Ministerial Advisory Group can be obtained by contacting: OlderPeopleandCarers@gov.wales