# West Glamorgan Regional Partnership Board

# Role Description

# Service User and Carer

**The role**

People who use services must be actively involved and engaged in the work of the Regional Partnership Board and the Regional Partnership Board should be able to demonstrate how they have engaged with citizens and carers at all levels including assessing need, strategic planning, service design and delivery. There will be two members of the Regional Partnership Board to represent the interests of people with needs for care and support and two members to represent the interests of carers. It is recognised that these individuals cannot be expected to represent all people in need of care and support or all carers. Therefore, they will need to work with both the Regional Partnership Board and the citizen’s panel (or other relevant groups) to effectively inform the development and delivery of integrated services.

Responsibilities include:

* To provide a Service User or Carer perspective to the business of the Steering and Advisory Boards.
* To support the West Glamorgan, aim of Co-Production by participating in Implementation Groups, liaison forums as necessary and attending the Citizens Forum to enable the collective voice of others to be captured and shared at the RPB
* To contribute to the development of plans and proposals within Implementation Groups as appropriate, providing constructive input from the perspective of your particular sector
* To contribute to discussions that take place during Regional Partnership Board meetings, providing assurance to the Board that proposals under consideration have been developed according to the aim of Co-Production
* To provide a link between the Regional Partnership Board and other service users / carers. For example, Co-Production Group and Citizen Forum.

Duties include:

* To contribute to the consideration of Regional Partnership Board business in a positive and constructive manner representing the interests of your sector and not your personal interests
* To prepare for the Regional Partnership Board meetings by reading the agenda and papers in advance and raising any issues for clarification at the pre-meeting or, if appropriate, directly with the Chair or Director of West Glamorgan Transformation
* To abide by the Regional Partnership Board Code of Conduct
* To declare any potential or actual conflicts of interests
* To maintain the confidentiality of agenda papers, discussion and decisions made. You must not communicate any confidential information you learn as a result of being a member of the RPB. If you are unclear about whether or not information that you have access to is confidential, please seek clarification from the Team. You will be requested to sign a confidentiality agreement.
* To attend Regional Partnership Board Meetings and other meetings
* To ensure you understand the priorities and objectives of the Regional Partnership Board and communicate them to others as required

You will receive the following support:

* An induction to help you to understand the role of the Regional Partnership Board and its work, including identifying which areas your experience would be most appropriately targeted (eg Implementation Group, Citizen Forum, Co-Production Group)
* Dedicated support on all practical issues such as help with claiming expenses, accessing meeting papers, support during meetings, answering queries and any additional advice as needed.
* In addition, you will be enabled to learn as much about the work of the Regional Partnership Board as you feel you need to fulfil this role. This will be done by mutual arrangement with you at times and in ways to suit you and the Transformation Programme Team
* Out of pocket expenses will be reimbursed including travelling and carer expenses
* Pre-meetings before each Regional Partnership Board for discussion of papers and support if required

# Time commitment: 3 days every quarter