

## **UNPAID CARERS MINISTERIAL ADVISORY GROUP: INVOLVEMENT DESCRIPTION FOR UNPAID CARER MEMBERS**

<b>APPOINTMENT:</b>	Unpaid Carers Member [ ---- ] Welsh Government Unpaid Carers Ministerial Advisory Group
<b>WORKING WITH:</b>	Welsh Government, Statutory partners (local councils, health boards and Regional Partnership Boards), third sector networks, independent commissioner's offices and researchers.
<b>REIMBURSEMENT:</b>	Voluntary basis with full reimbursement of reasonable expenses*.
<b>APPOINTMENT TERM</b>	Two Years
<b>TIME COMMITMENT</b>	You will be expected to attend approximately 6 meetings per year (including task and finish group meetings). You will also need to put aside time for reading and preparation. The minimum number of hours a year is 16 hours (4 x 2 hour MAG meetings, 2 x 1 hour Task and Finish meetings, 6 hours of reading meeting papers)

### **Members of the Ministerial Advisory Group for Carers (MAG) have a dual role:**

- To contribute their particular knowledge and expertise to the collective advisory role of the MAG, bringing their perspective and experience of carers and caring to inform the Minister and influence carers policy and its implementation
- To take responsibility to drive change and improvement for carers.

### **Responsibilities of the MAG include:**

- Provide an insight into the operational and strategic challenges to delivering the four national priorities for unpaid carers across sectors, and work together to overcome these.
- Identify and develop new ideas and solutions in response to the different issues faced by unpaid carers.
- Advise Ministers and Welsh Government officials on challenges and solutions.
- Provide a national forum to oversee the delivery against the four national priorities for unpaid carers and agreed actions to deliver those priorities.
- Consider and advise on use of Welsh Government funding for unpaid carers and on the effectiveness and impact of this investment and lessons learnt.
- Provide advice on how funding should be allocated in future years to support continued delivery against the national priorities.
- Advise on means of measuring improvement against the national priorities and alignment to agreed actions to deliver the national priorities.

- Provide a forum to share and peer review the carers content in local and regional plans.
- Promote and support the identification of good practice from within and outside of Wales and consider how good practice could be widely implemented to deliver improved outcomes for carers in Wales.

**Your duties include:**

- To contribute to the consideration of the Ministerial Advisory Group business in a positive and constructive manner, drawing upon your own experience, insight and understanding of the issues affecting unpaid carers.
- To prepare for the meetings by reading the agenda and papers in advance and raising any issues ahead of the meetings.
- To declare any potential or actual conflicts of interest.
- 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 MAG. If you are unclear about whether or not information that you have access to is confidential, please seek clarification.
- To attend MAG meetings and other relevant meetings as appropriate and as agreed between you and the Chair.

**You will receive the following support:**

- An induction to help you to understand the role of the MAG and its work.
- Dedicated support on all practical issues such as help with IT support to access online meetings, claiming expenses, accessing meeting papers, ensuring documents are received in a timely manner, 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 MAG 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.
- Pre-meetings before each MAG meeting for discussion of papers and support if required.
- 'Buddy' arrangements will be put in place if required.

\* Reasonable expenses: travel and subsistence will be paid at Welsh Government rates e.g. HMRC mileage rate of 45p per mile. Subsistence e.g. necessary purchase of food or overnight stay to attend a face to face meeting may be claimed and reimbursed. Any need for replacement care to support a member in fulfilling their role, may be claimed.