

Belfast Trust – Carer Network

Information and recruitment pack - 2022

1. Introduction

The Belfast Trust has committed to establishing a Carer Network for unpaid/family carers to involve carers in shaping and delivering our priorities.

The Network will:

- Identify and decide carer priorities through the Carers Strategy 2022-onwards and the Trust Corporate Plan.
- Assist with specific projects to progress the Carers Strategy.
- Improve how we engage and communicate with carers.

Belfast Trust recognises the importance of involving carers to shape priorities and services. This is in line with the Trust 'Involving You – from Them and Us to We', Involvement Strategy.

Our vision is to create a Carer Network as a foundation for an effective carer structure within the Trust. We have engaged and listened to Carers to create the Carer Network structure, which will enable carers to have their voice heard and work with Belfast Trust in a partnership approach. Carers will be supported to get involved and to develop their skills and knowledge.

Get involved

This information pack provides further information on the Carer Network, what it will do, what it will not do and how you can get involved.

If you are interested in getting involved, we are asking you to submit an Expression of Interest by Friday 4th February 2022. The Expression of Interest form is available [here](#) or at <https://forms.office.com/r/v8hr0rj8bk>. If you would like a hard copy emailed or posted to you, or require help to complete the Expression of Interest form, please let us know by calling 028 95042126 or email CarerSuppSvcs@belfasttrust.hscni.net

As a carer involved in the Carer Network, you will have an influential, important and meaningful role to set the strategic priorities for carers in Belfast Trust. Thank you for your interest and we hope you will join the Carer Network.

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2. The role of the Network

The Carer Network will work with the Trust to review and renew the Belfast Trust Carers Strategy, *Caring Together in Belfast*. Your role will be to use your experience to guide, co-produce and implement the Carers Strategy. Alongside this, the Network will provide a carer perspective to Belfast Trust in any significant corporate developments.

Carer involvement

Carers are invited to join the Network to get involved in many different ways. This will depend on their experience, interest and how much time they have available. Carers getting involved will be able to:

- Co-produce and implement the Carer Strategy for 2022-onwards
- Represent carer's voice in Trust corporate planning.
- Help shape carer information, communication and support services.
- Share carer views on current issues

Caring Together in Belfast – our structure

At present we have a *Carers Strategy Steering Group*, who oversee the implementation of the current Carers Strategy. The Carers Network role will be to inform and work with this group on carer priorities. We also hold a list of Carers via the *Carers Information List* who we provide caring information to.

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Belfast Trust - Carers Network

Carers Strategy Steering Group

The Carers Strategy Steering Group brings together the Trust service areas to actively support and develop the Trusts work with carers and the Carer Support Service, while working to progress the implementation of the Trust's Carers Strategy.



Carers Network

The Carers Network will integrate the carer voice within Belfast Trust to shape corporate priorities through the Carers strategy. The Network will be a collective of carers from across Belfast Trust.

Carers Information List

Sharing information to keep carers informed and up-dated on a range of information and support mechanisms. All carers are invited to join the Information List.

How will the Network operate?

The Carer Network will enable you to work with other carers to progress carer priorities. Network members will be invited to 4 workshops annually with further opportunities to get involved in progressing specific areas of work identified in the Carer Strategy. Each workshop will focus on a specific topic to progress the Trust carer strategy.

The Trust Non-Executive Director lead for Personal and Public Involvement (PPI)/Carers, will host the workshop. Once established, a carer from within the Network will co-host alongside the Trust.

Membership

The Network is open to carers who have experience of providing unpaid care for someone who is currently using or has used Belfast Trust services within the last 2 years. We are seeking to engage up to 40 carers to create a diverse Carers Network, which will include carer experience from across different programmes of care/service areas¹, age, gender, geography and equality groupings. When developing the Carer Network, if it is identified that there is an under representation

¹ Programmes of Care – this includes all the various services provided by Belfast Trust, for example, mental health, Learning Disability, Renal, Outpatients, Cancer, physical or sensory disability etc.

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for particular carer groupings, we will seek to engage representative groups and work to build capacity for future involvement.

This is a voluntary role - there is no payment for being involved but the Trust will reimburse out of pocket expenses.

Timeframe – membership is not time bound. We do ask for on-going active participation to ensure that we have an active Network. When a caring role has come to an end, members may continue in the Network up to a two year period.

We appreciate that Carers may not be able to commit to joining a Carer Network but may wish to get involved in shorter pieces of work. This may include:

- participation in smaller groups to take forward a specific piece of work;
- undertaking surveys; or
- reviewing information.

If this appeals to you, then we are also encouraging you to also register your interest via the Expression of Interest form.

Due to current Covid restrictions in place, the Carer Network will initially meet on-line via the on-line platform, MS Teams. Support will be available for members to test MS Teams and participate in meetings. In future and in line with guidance, face to face Network sessions may take place at a venue within a Belfast Trust facility.

Making a difference

We recognise the importance of ensuring that carer involvement in the Network seeks to bring about change. One of the Network workshop sessions will reflect annually on what is working well, what can be improved and our achievements.

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3. Role description

The Carer Network will have an influential, important and meaningful role within Belfast Trust.

Belfast Trust values your contribution and participation as a carer. Sharing your experience can provide a valuable insight to help shape and direct carer priorities. Although you will bring a personal perspective, your role within the Carer Network will be to be a representative view of carers. You will be asked to use your personal experience and work collectively with other carers in the Network to identify and shape carer priorities and work to meet all carers needs.

As a carer, we are asking you to get involved to:

- Shape carer priorities by attending 4 workshops a year;
- Use your skills, knowledge and experience to provide a representative carer voice;
- Commit to be an active member to work with other carers and participate in group discussions;
- Co-design and commit to 'principles of engagement' which will set out how the group will operate including working together, respect, and confidentiality;
- Progress work at a strategic level and not focus on individual issues or concerns.

As a Trust, we will:

- Provide an induction session to support your understanding of the Trust structures, involvement and your role in the Carer Network;
- Listen and consider the Carer Network priorities;
- Share information before and after Carer Network workshops to support your understanding and participation;
- Offer the opportunity to link with a carer buddy to support you to build your knowledge and confidence;
- Provide support from the Carers Support Service;
- Arrange training to support you to develop your skills;
- Offer opportunities to get involved in other areas of work in the Trust.

The Trust values your input in this work and will reimburse any out of pocket expenses in line with the Trust policy.

The Carer Network will not discuss individual carer concerns, issues or queries relating to the delivery of specific services for example in Learning Disability or Mental Health. The Carer Support Service will support carers to link with other

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mechanisms already in existence in the Trust including Service areas, Day Centres, Care Opinion, Service Area, Day Centre or Condition specific Carer Groups to address their concerns or issues.

3 Expression of interest

We are asking carers to complete an Expression of Interest form to tell us more information about you and why you want to join the Carers Network. We are asking you to submit your interest by Friday 4 February 2022.

To complete the on-line form, please [click here](#) or <https://forms.office.com/r/v8hr0rj8bk>

If you are unable to complete the on-line form, please email CarerSuppSvcs@belfasttrust.hscni.net or telephone 028 9504 2126 to ask for a copy to be emailed or posted to you.

If you would like to discuss further or you would like help to complete the Expression of Interest, please just let us know by contacting us via email or telephone.

A hard copy form is below, which may be printed. The completed form should be sent to:

Carer Support Services

3rd Floor, Arches Wellbeing and Treatment Centre

Westminster Avenue North

Belfast, BT4 1NS

Thank you for your interest in getting involved.

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Expression of Interest form

Please share with us the following information.

Please tell us:		Your information:					
1.	Your name						
2.	Your email address						
3.	Your postal address						
4.	Your postcode						
5.	Your gender (Please tick)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
6.	Your age group	Age grouping			Please tick		
		Under 18 years			<input type="checkbox"/>		
		19 – 25 years			<input type="checkbox"/>		
		26 – 50 years			<input type="checkbox"/>		
		51 – 64 years			<input type="checkbox"/>		
		65+			<input type="checkbox"/>		
7.	To which of these ethnic groups do you consider you belong?	Ethnic group			Please tick		
		White			<input type="checkbox"/>		
		Bangladeshi			<input type="checkbox"/>		
		Black			<input type="checkbox"/>		
		Black African			<input type="checkbox"/>		
		Black Caribbean			<input type="checkbox"/>		
		Chinese			<input type="checkbox"/>		
		Filipino			<input type="checkbox"/>		
		Irish Travellers			<input type="checkbox"/>		
		Indian			<input type="checkbox"/>		
		Mixed ethnic group			<input type="checkbox"/>		
Other			<input type="checkbox"/>				

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8.	The service(s) the person you care for uses	Service	Please tick all that apply
		Older peoples i.e. dementia, frailty etc	
		Learning Disability	
		Mental Health	
		Physical Disability	
		Sensory Impairment	
		Children with Disabilities	
		Condition specific i.e. cancer, renal, neurology, brain injury etc	
Other, please tell us			
9.	<p>In the section below, please tell us some information about your caring responsibilities. This may include who you care for, how long you have undertaken this role and any other information in relation to the care that you provide that you would like to share.</p>		

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10.	<p>Please share in the section below why you would like to get involved in the Carer Network? This may be in relation to your caring role, your experience of accessing services as a carer and an interest to bring about change and influence services for carers, your skills and experience, etc.</p>
11.	<p>Please tell us how you would like to get involved (please tick):</p> <p>I would like to become a member of the Carer Network and commit to 4 workshops per year. <input type="checkbox"/></p> <p>I would like to become a member of the Carer Network and also get involved in shorter pieces of work. <input type="checkbox"/></p> <p>I am unable to commit to the Carer Network but would like to get involved in shorter pieces of work. <input type="checkbox"/></p>

Please send the completed Expression of Interest by Friday 4th February 2022 to:

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3rd Floor, Arches Wellbeing and Treatment Centre

Westminster Avenue North, Belfast, BT4 1NS

Thank you for your interest in joining the Carer Network. We will be in contact shortly.

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