**Terms of Reference**

**Wigan and Leigh Carers Training Grant Scheme**

1. **Role of the training grant scheme**

**To support the training and learning needs of carers in the borough helping to address local skills shortages, learning and employment opportunities.**

**To provide a means for social interaction and good mental health for carers.**

**To constantly review the role of the training grant scheme to ensure the best support and training is available to all carers.**

**To increase the number of carers supported each year and identify any trends for training and learning needs.**

1. **Role of training grant panel members**

**To review grant applications fairly and transparently both individually and as a group.**

**To attend all 4 grant meetings or send a representative if unable to attend.**

**To review or representative to review relevant grant applications before each meeting so feedback and decisions can take place collectively at the grant panel meeting.**

**To treat all applications confidentially, only sharing views and personal details with the grant panel group and representative when substituted.**

**Grant applications to be shared via secure email encryption such as Egress** **or other electronic secure means.**

1. **Progress reporting**

**Progress of the grant panel scheme will be reported annually in line with the budget review by Wigan Council.**

**Outcome of monitoring forms will form part of the annual report.**

1. **Grant meetings**

**Every quarter**

1. **Members of the group**

**Mary Davies, Suzanne Wilkinson, Nicola Wood, Elizabeth Ramsden and Ken Heaton.**