



Terms of Reference for Reference Groups

1. Background

Each of the services that WECIL runs will have a Reference Group in order to provide a mechanism for service user involvement in the work of the service.

[N.B. Throughout this document the word 'service' is taken to include 'project and/or service'.]

2. General Principles for Reference Groups

A. Reference Groups will provide a service user perspective on the work of the relevant service. The group will be informed and consulted with on work relating to the service and will guide the development of the service.

B. Membership will be open to past and present users of the service and to Trustees of West of England Centre for Inclusive Living. To be eligible to be a member of a reference group, the individual concerned must be a member of WECIL.

C. Membership will reflect the number and variety of service users to whom the service is provided but shall not exceed six in number (including the chair of the group). The actual membership of each Reference Group will be determined by Trustees.

D. Each Reference Group will be chaired by a Trustee who will be elected at the first Trustees' meeting after the Annual General Meeting.



- E. Anyone interested in becoming a reference group member should express their interest to the chair of the relevant Reference Group.
- F. Reference Group members will receive induction and regular updates on the work of the service.
- G. Reference Groups will ensure opportunities for service users to get involved in the work of the relevant service. Opportunities might include contributing to a review or tender, representing and promoting the service, chairing internal and external events, assisting with presentations, running a peer support group, etc.
- H. Reference Groups should provide at least four service user involvement opportunities a year. The times and dates of meetings will be set by the Chair in consultation with the members and the Service Manager.
- I. Reference Groups may meet and members may be involved in work at different locations provided that these locations are accessible to the members involved.
- J. Service Managers will be responsible for servicing relevant Reference Groups.
- K. The Chair of each Reference Group will draw up agendas for meetings in consultation with the relevant Service Manager.
- L. All papers for Reference Group meetings will be sent out in accordance with the WECIL communications policy and must reach all members at least 3 days before the meeting is due to be held.



- M. Reference Groups may raise issues of concern about the running of the relevant service with the Service Manager.
- N. Reference Groups may put recommendations to the Trustees relating to proposed changes in policy or the implementation of policies relevant to the service.
- O. Reference Groups may request specific agenda items to be included at Trustees' meetings.
- P. The Chair of each Reference Group will be responsible for giving regular verbal or written reports to Trustees' meetings, on a rolling basis.
- Q. Reference Groups will not have a policy-making or line management role.
- R. Reference Groups will work within the agreed policies and practices of WECIL.
- S. Reference Group members will receive out of pocket expenses for attending meetings.
- T. The Trustees reserve the right to dismiss members of Reference Groups.

3. Other Relevant Documents

None