TERMS OF REFERENCE AND MEMBERSHIP

OXFORD BROOKES UNIVERSITY

SERVICE USER AND CAREGIVER INVOLVEMENT GROUP

1. Summary of Purpose

1.1. To provide advice, produce guidance and make recommendations for meaningful service user and caregiver involvement across all aspects of the Faculty's Health and Social Work activities. The Service User and Caregiver Involvement Group will facilitate service user and caregiver involvement, and oversee service user and caregiver involvement in student recruitment. The Group will collate, develop and disseminate existing and new good practice.

2. Frequency of Meetings

2.1. To meet every three months.

3. Duties and Responsibilities

The Service User and Caregiver Involvement Group will

3.1. develop and disseminate good practice;
3.2. review user and caregiver activity across the Faculty;
3.3. monitor the concordance of our programmes with the service user and caregiver requirements of the professional bodies;
3.4. report to and advise the subject committees and Faculty Academic Enhancement and Standards Committee (FAESC) on matters concerning development of service user and caregiver involvement;
3.5. develop suitable development and training activities for staff and service users and caregivers;
3.6. develop, maintain and update policy;
3.7. maintain and update as necessary the service user and caregiver strategy.

4. Authority

4.1. The Service User and Caregiver Involvement Group (SUCIG) will report via the Chair into the Faculty Academic Enhancement and Standards Committee.

4.2. Minutes of the Service User and Caregiver Involvement Group meetings will be sent to the Faculty Academic Enhancement and Standards Committee.

5. Quoracy

5.1. Meetings will be deemed quorate when at least 3 service user and caregiver members, the Chair and 3 Faculty representatives are present at the meeting.

6. Membership

6.1. Eight people from the OBU service user and carer membership list will be invited to join the SUCIG. Members will normally serve for four years.

6.2. OBU Staff are invited to attend ex officio, in particular lecturers with responsibility for supporting service user involvement in their programmes.

6.3. Current membership of SUCIG is as follows in the table below.*

	Category	**Name**
1.	Faculty Executive Service User Lead	Carolyn Llewellyn (Head of Department for Sport, Health Sciences and Social Work)
2.	Faculty Associate Dean for Student Experience	Ian Scott
3.	Chair, Lead for Service Users and Caregivers	Rhonda Riachi, Senior Lecturer (Lead for Service User and Caregiver Involvement)
4.	Secretary	Steven Fulker (Admin Assistant for Service User and Caregiver Involvement)
5.	Service User and Caregivers	Meg Barbour, Geraint Day, Judith Furse, Shani Shamah, Emily Tammam, Mary Thewlis (and two vacancies)
6.	Programme Leads and alternates	Charlotte Maddison (PL, Adult Nursing) Bridgette Brogden (Adult Nursing, Oxford) Rachel Skittrall (PL, Adult Nursing, Swindon) Gus Strang (DPL, Adult Nursing, Swindon) Mary Woolliams (Adult Nursing, Hong Kong) Kerri Rance (Advanced Practice Nursing, Oxford) Emma Jane Inness (PL, Children's and Mental Health Nursing, Oxford) Mary Lacy (DPL Mental Health, Children's Nursing) Carol Ann Gee (Mental Health Nursing) Giada Giusmin (Midwifery) Liz Puffet (Nursing Associates) Caroline Mooring (Occupational Therapy) Tanya Rihtman (PL, Occupational Therapy) Matthew Catterall (PL, Paramedic Science) Carol McNally (Physiotherapy) Jon Room (PL, Physiotherapy) Jennifer Kirman (Public Health Nursing) Katie Mills (Public Health and Community Nursing) Rita Baptista (Social Work) Martin Berry (PL, Social Work)
7.	Other Staff	Diane Chung (Academic Administration Manager)

* Membership updated 19/12/24 by RR