TERMS OF REFERENCE AND MEMBERSHIP

OXFORD BROOKES UNIVERSITY

SERVICE USER RECRUITMENT ADVISORY GROUP: ADMISSION TO HEALTH AND SOCIAL WORK PROGRAMMES

1. Summary of Purpose

1.1. To provide advice relating to the admission of students to Health and Social Work programmes and to ensure that students who are recruited have appropriate attitudes, values, and communication skills and show leadership potential and self-awareness.

2. Frequency of Meetings

2.1. To meet twice a year.

3. Duties and Responsibilities

3.1. To comment on the format of interviews taking place including the type of questions, use of videos, case studies etc.

3.2. To undertake an advisory function for the Faculty of Health and Life Sciences on matters relating to the recruitment of students on Health and Social Work programmes

3.3. To work on behalf of the advisory group with programme recruitment leads and programme teams as considered appropriate by the advisory group

3.4. Service users and carers will normally work as part of the programme recruitment team and as such, where possible, sustained engagement over a period of time is required. Membership of the group will be reviewed by the Chair if members are not available to contribute to recruitment activity or to the strategy group over the period of an academic year without prior communication with the Chair or the relevant programme team.

4. Authority

4.1. The Service User Recruitment Advisory Group: Admission to Health and Social Work Programmes will report via the chair into the Faculty Admissions Group.

4.2. Minutes of the Service User Recruitment Advisory Group meetings will be sent to the Faculty Admissions Group and to the Service User and Carer Involvement Subgroup.

5. Quoracy

5.1. Meetings will be deemed quorate when at least 3 service user members, 3 academic staff members and the Chair or a Faculty representative are present.

Membership *

	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 Enhancing the Student Experience	Ian Scott (ADESE)
3.	Faculty Associate Dean for Strategy and Development	Donald Ridley (ADSD)
4.	Chair, Lead for Service Users and Caregivers	Rhonda Riachi, Senior Lecturer (Lead for Service User and Caregiver Involvement)
5.	Secretary	Steven Fulker (Admin Assistant for Service User and Caregiver Involvement)
6.	Service User Representatives	As membership list; **all registered OBU service users and carers who are involved in interviewing applicants are invited to attend.**
7.	Programme Recruitment Leads and alternates (by invitation)	Rob Crookston (Adult Nursing) Gus Strang (Adult Nursing, Swindon) Joseph Jamu (Adult Nursing, Swindon) Chris Moran (Mental Health Nursing) Mary Lacy (Mental Health Nursing) Liz Puffett (Nursing Associates) Kevin Cordingley (Occupational Therapy) Caroline Mooring (Occupational Therapy) Matthew Catterall (Paramedic Science) Katie Mills (Public Health and Community Nursing) Carol McNally (Physiotherapy) Jon Room (Physiotherapy) Martin Berry (Social Work)
7.	Other Staff	Diane Chung (Programme Portfolio Manager)

*Membership updated 19/12/24