

**Regional Health and Social Care (HSC)
Personal and Public Involvement (PPI) Forum**

Service user and carer representation role description

Background

The Regional HSC PPI Forum was established in response to a number of legislative and policy drivers, including the 2007 and 2012 Departmental Guidance on PPI, the HSC Reform Act of 2009, the Quality Strategy and Ministerial Priorities including the drive for a more person centred service. It was established in 2010 and is led by the PHA. It is comprised of senior membership drawn from all HSC organisations in Northern Ireland. Membership also includes service users, carers, community and voluntary sector members.

Role of the Regional HSC PPI Forum

The primary role of the Forum is to provide leadership and support in order to drive forward the promotion and co-ordination of PPI across HSC organisations in Northern Ireland. It does this through:

1. the sharing of best practice;
2. joint working on areas of common interest;
3. active participation of service users and carers.

Role of service user and carer representatives

- Contribute to regional discussions to progress involvement at an operations and strategic level.
- Nominate a co-chair and deputy co-chair and support the representative in this role.
- Advocate for the involvement of service users and carers in regional strategic issues.

- Provide advice and guidance on the appropriate involvement of service users and carers for regional initiatives.
- Work in partnership with HSC organisation representatives to advance PPI in line with the 2007 and 2012 DoH policy circular and the 2009 HSC Reform Act.
- Meet with service users and carers representatives of the Forum to identify and progress collective areas of work to advance PPI.
- Represent their organisation/network/peers through active participation in the business of the Forum.
- Share information and best practice in PPI from their respective organisations/experiences.
- Lead on/participate in actions (by agreement) in respect of the Forum's action plan.
- Take forward actions agreed by the Forum to their organisations/networks/peers for consideration and delivery.

Members are asked to:

- Attend and actively participate in Forum meetings (currently 4 times a year).
- Meet regularly with other service user and carer representatives from the Regional Forum to progress work related areas.
- Read meeting papers in advance of each meeting.
- In conjunction with the PPI Lead, report back to their nominating organisation on regional PPI areas of work.
- Provide support to other members of the Regional Forum.
- Respect all members of the Forum.
- Participate on sub-groups as required.
- Adhere to meeting etiquette

Support for members to participate will include:

- Induction meeting with PHA, PPI Team which will include an overview of policy, strategy and related PPI information.

- Meetings between Regional Forum meetings to support participation and collective approach to subject areas.
- An evaluation of the effectiveness of the service user and carer involvement mechanisms in the work of the Regional Forum.
- Support to attend meetings.
- Reimbursement of out of pocket expenses in line with HSC Reimbursement policy.
- Sending meeting documentation one week in advance of meetings.
- Printing hard copy papers (members are to request this as required).

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