

Clinks guide to service user involvement and co-production:

SAMPLE TERMS OF REFERENCE

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These terms of reference describe the service user involvement group, who belongs to it and what it will do.

Service user group members will be trained to consult with other service users. This will enable the service user group to improve [*specify name or type*] services.

The service user group aims to:

- give service users a voice
- influence the planning of [*specify name or type*] services
- offer a service user perspective to the planning, development and review of [*specify name or type*] services
- develop effective communication with service users within [*specify name or type*] services
- work in partnership with service providers to obtain access to service users and service user groups
- collate service user views and feedback how their views have influenced decision making

Membership

Members will be representative of our service user groups, and aim to be balanced in terms of gender and ethnic origin. We aim to include, e.g.:

- *ex-offenders and those at risk of offending*
- *homeless people*
- *people with drug and alcohol problems*
- *people with mental health problems*
- *people with learning disabilities*
- *older people*
- *young people*
- *people with physical and/or sensory disability*

Review of the terms of reference

The terms of reference and the work programme will be reviewed on an annual basis. The next review will take place by [*specify month and year*].