



We are looking for people **working with adult health and social care service** users to help us to design a fair and transparent selection process to recruit 50 people from across Scotland who have used adult health and social care as a service user, or carer, or who have an unmet need, to create a Policy Panel. We need your expertise and networks to create a representative Policy Panel that will shape adult social care using their lived experiences. From this Policy Panel, a smaller Core Group of 20 people will engage directly with the Cabinet Secretary for Health and Sport.

We know that that your time is valuable so we plan to use a closed online platform to share draft recruitment adverts / forms / ideas for where to recruit / a shortlisting template amongst other parts of the process to create the best practice for recruiting a representative Policy Panel, that is well supported and prepared. We see this as a short term commitment for about three months.

We will be relying on partner agencies to encourage less confident participants to come forward whose experiences are seldom heard, or who have unmet needs.

This pilot project is funded by the Scottish Government to create better adult social care policy, using the lived experiences of service users. The Core Group or participants will launch at the end of October and meet four times over the next nine months. We will initially need some virtual input from the Advisory Group to help the project develop the best process for recruitment, to promote the opportunity, and to give any feedback received from participants so we can use it to evaluate this exciting and innovative project.

I have attached the Terms of References so that you can see what the project is trying to achieve and your role in the process, should you choose to take part. If you think that you can help us, if you have any questions, or you have colleagues who would it be more appropriate to involve, then please get in touch with me with your contact details (including an email address) or pass on this email to the relevant people.

Can you specify if:

1. You are happy to be part of the online Advisory Group
2. You are happy to help recruit participants

By sharing your details with Inclusion Scotland you are agreeing to our Privacy Policy <http://inclusionScotland.org/privacy-policy> . You can opt out at any time by emailing me.

<b>People-led Policy Panel (Adult Social Care) Advisory Group – Terms of Reference</b>	
Background	<p>The Scottish Government has funded a pilot project to recruit individuals with lived experience of adult social care to create a Core Policy Group, as part of a wider Policy Panel of individuals, to directly engage with the Cabinet Secretary for Social Security and Older People, to shape adult social care policy.</p> <p>The model proposed consists of, firstly, a core group of around 15-20 people who, in turn, will be part of a wider policy panel of up to 50 people. All must themselves be users of adult social care support, or have unmet needs. They will include carers, people from different impairment groups, with other protected characteristics and from different areas of Scotland.</p> <p>The core group will aim to have stable, continuous membership and will be the key focus for advice and capacity-building. The policy panel will allow for more diverse and richer input, where time permits. For example, in advance of a core group discussion, the full panel could be consulted, and outputs from that exercise inform the discussion of the core group.</p>
Membership	<p>Deirdre Henderson, People-Led Policy Officer (Adult Social Care), Inclusion Scotland (Edinburgh)  Pauline Nolan, Policy and Localisation Manager, Inclusion Scotland (Edinburgh)</p>

Remit	<p><b>Purpose:</b>  Operationally advise and promote the delivery of the Inclusion Scotland project to recruit and support a People-led Policy Core Group (20 people) and the Social Care, Health and Integration Policy Panel (50 people).</p> <p><b>Timescales:</b>  Starting by the beginning at August and completing by December 2018, allowing for feedback from the first Panel / Core Group meeting at the end of October.</p> <p><b>Time Commitment / Attendance:</b>  Communication through a closed online forum. Draft documents and resources will be created and circulated by Deirdre Henderson for consideration and feedback.</p> <p><b>Outcomes of the Project:</b></p> <ul style="list-style-type: none"> <li>• People who use services will be genuinely placed 'at the heart' of strategy and policy development and service design of social care support.</li> <li>• People who use services can use their expertise and lived experience to provide advice to key decision makers, improve the lives of other social care users.</li> <li>• Have a positive impact on quality of policy/ practice/ services/ support and help with problem solving.</li> <li>• Co-produce a shared vision for social care support and help raise awareness of its distinct contribution to personal well-being and societal enrichment, its multiple roles and value.</li> <li>• Gain skills in influencing decision making, making presentations, providing concise information and advice (capacity building will be identified by group members)</li> </ul>
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Tasks	<ul style="list-style-type: none"> <li>• Help improve the way that decision makers engage with adult users of social care on key decisions that affect them, across Scottish localities.</li> <li>• To develop suitable recruitment materials.</li> <li>• To promote and support the recruitment of a representative range of participants who use adult social care, from across Scotland.</li> <li>• To support the planning of the first meeting of the Panel / Core Group</li> <li>• To develop draft evaluation milestones and methods to monitor the progress of the outcomes.</li> <li>• To share good practice, research, and provide advice and guidance to support the ongoing development and evaluation of the project.</li> </ul>
Key Linkages	<p>Inclusion Scotland Communication Team  Scottish Government's Directorate for Health and Social Care Integration</p>