
Terms of Reference

Peerfest 2017 – Lived Experience Reference Group

Version	Date	Comment
1	12.06.17	This document has been created as a draft for further discussion
2	10.07.17	This document has been amended following the first meeting of the Project Board and the National Planning Team (NPT) meeting

1 Background

Peerfest is a national annual event celebrating the importance, power and diversity of peer support. It's a welcoming, inclusive and inspirational event bringing peers together to network, share knowledge and best practice through workshops, creative activities, debate and The Marsh Awards.

Peerfest is overseen by the cross-organisational Peerfest National Planning Team, with delivery carried out by the organisations and groups that can best demonstrate their ability and motivation to meet the application criteria.

2 Purpose

The purpose of the lived experience reference group is:

- To provide support and guidance for the successful delivery of Peerfest 2017.
- To promote Peerfest 2017 and ensure a diverse peer-led voice influences its development.
- To provide perspectives on the development of Peerfest 2017 and ensure the event retains the principle of being “peer-led”.
- To assist in identifying appropriate organisations, groups and individuals that may wish to get involved in Peerfest 2017 and deliver workshops / take place in a market stall.

3 Members

The standing membership should comprise those that are identified to be involved by mid-July 2017. The membership should be diverse and include both service users and carers with personal lived experience of mental health.

Name	Role on Group	Organisation
Tom Renhard	Chair	BIMHN

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Name	Role on Group	Organisation
Jason Washbourne	Vice-Chair	Changes Bristol
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	
	Group Member	

The recruitment for the lived experience reference group shall take place after the terms of reference and role description have been agreed by the Project Board and shall be on a rolling basis until all positions are filled.

The administration and process of recruitment for the reference group shall be overseen by BIMHN and Changes Bristol.

4 Responsibilities and Expectations of reference group members

It is expected that all individuals who sign up to this reference group will work collaboratively with each other.

In doing this we would want to bear the following in mind:

- This group should operate with an open and respectful culture, where all members feel their views and ideas are welcomed, heard and acknowledged.
- That the group should respect the sensitivity and confidentiality of some matters that may be discussed.
- That group members actively contribute to the development Peerfest 2017, completing agreed actions within agreed timescales.
- Group members shall be remunerated for their time at the lived experience reference group meetings only at a rate of £12 per hour.

5 Frequency and structure of meeting

- Bi-Monthly until October 2017.
- Quorum – 50% + 1 of those in attendance.
- Reporting arrangements: Accountable to the Project Board with a representative of the group agreed to attend the meetings to act as a voice for the reference group.

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6 Decision Making

- The reference group will not have any formal decision-making powers; however, it can make recommendations to the Project Board for consideration.
- A member of the reference group shall have a place on the Project Board to represent the group's views and take part in the decision-making processes of the Project Board.

7 Administration details

- Send out agenda and papers at least five working days before the meeting.
- Notes/Minutes of the meeting to be sent out no later than five working days after the meeting.
- All correspondence will be via e-mail where possible.
- Administration and project support to meetings will be provided by Bristol Independent Mental Health Network (BIMHN).

DRAFT V2 – Tom Renhard

Representation and Accountability Officer

10th July 2017