Lived Experience Advisory Panel - Terms of Reference

**January 2022**

# Aim and Purpose

Sight Support West of England, Insight Gloucestershire and Wiltshire Sight are committed to ensuring our services and operations are driven by the needs and aspirations of people with sight loss.

The purpose of the Lived Experience Advisory Panel (LEAP) is to ensure the voice of people with lived experience of sight loss is represented in decision-making by both the Sight Support Board of Trustees and the management team.

# Advisory Panel responsibilities

The Advisory Panel will:

* Review feedback collected from clients though Sight Support’s client feedback mechanisms and formulate recommendations for service improvement.
* Seek other feedback about the performance of Sight Support, Insight Gloucestershire and Wiltshire Sight and constructively challenge areas for improvement.
* Help to identify gaps in provision for people with sight loss in the region.
* Act as a sounding-board for Sight Support staff to discuss service development and new initiatives.
* Advise Sight Support staff on other areas such as accessibility of communication; fundraising messaging; outreach to harder-to-reach groups and general awareness raising.

# Membership

* The Group will be comprised of a minimum of four and maximum of 10 members.
* All members of the Advisory Panel must have lived experience of sight loss.
* Membership will be on a voluntary basis, with no set length of service. However, it is recommended that members should serve for a maximum of 36 months (3 years).
* Recruitment will be through a formal application and interview process, led by the CEO and a member of the Board of Trustees.
* The recruitment process will be against set criteria, including understanding of the wider needs of people with sight loss, ability to work well with others, flexibility, and commitment to inclusion and diversity.

# Frequency of meetings

The Panel will meet quarterly, or as needed.

Minutes will be recorded by a Sight Support staff member and circulated to all members, the Sight Support management team and Chair of Trustees.

# Advisory Panel member responsibilities

Members of the Advisory Panel are expected to:

* Attend regular LEAP meetings, sending apologies for absence when unable to attend.
* Act as a representative of people with sight loss, advocating for services and issues which are of relevance to the wider community rather than personal issues.

# Advisory Panel Chair

* At the beginning of each year LEAP members will elect a Chair and Deputy Chair.
* With the support of the Sight Support CEO, the Chair will be required to:
	+ Develop the agenda in advance of each Advisory Panel meeting.
	+ Lead the Advisory Panel meetings.
	+ Support the recruitment and induction of new members.
	+ Attend occasional Sight Support trustees’ meetings if required.
* The Deputy Chair is required to support the chair in carrying out their duties and deputise for the Chair in their absence.

# Sight Support responsibilities

While it is essential the Advisory Panel is representative of people living with sight loss, Sight Support will take responsibility for ensuring the Panel is effectively managed and serves to fulfil its purpose. The main responsibilities of Sight Support include:

* Coordinating the Advisory Panel.
* Proactively seeking representation on the Panel from a wide range of people with sight loss in the West of England.
* Ensuring the meetings are accessible for all participants.
* Ensuring minutes and recommendations from the Advisory Panel are fed through to staff management team, Board of Trustees and, where appropriate, external organisations.

# Accessibility

Accessibility is at the heart of our organisation.  Potential LEAP members are asked to share any concerns about any barriers to participation and we will do everything possible to ensure full participation is possible for all.

# Contact

If you’re interested in becoming a member, please complete the attached brief Expression of Interest form.

Alternatively, if you want to find out more about the Advisory Panel, please email mike.silvey@sightsupportwest.org.uk

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Sight Support West of England is a registered charity:1178384.

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