

Clinical and Lived Experience Advisory Working Group – Terms of Reference – March 2023

Purpose

The clinical and lived experience advisory working group forms part of the Charlie Waller Trust Freelance Structure. The group will be responsible for discussing existing and new topics relevant to the work of the Trust and taking informed decisions on whether new research or evidence should be used to update our existing materials. The group will also agree on the benefits and application of adding new topics to the existing portfolio. Where applicable the group will draw on other expertise from within CWT to achieve this.

Accountability

The group is accountable to the CWT Programmes Director and CEO.

Membership

The group will consist of the following:

Abigail Hirshman – Director, Charlie Waller Workplace – Chair

Christina Sell – Project Manager

Alice Palmer – Youth Involvement Lead and Speaker

Rosalind Rea – Freelance trainer

Sarah Ashworth - Freelance trainer

Andy Caress - Freelance trainer

Sheila Hardy - Freelance trainer

Wendy Minhinnett – Lived Experience Lead

Meeting Frequency

The group will meet once a quarter for 1 hour. Outside of the quarterly meetings, members will be asked to provide clinical/lived experience advice, information and guidance to the CWT office team and advice, guidance and peer support to the CWT freelance trainers and speakers. Overall we anticipate the time commitment being 1 day a month from each member (spread throughout the month).

In addition, four nominated members of the group will be available to provide post-training catch up sessions where needed to discuss specific issues that have arisen during the course of the training. This might include sharing content that was discussed that adds insight to the topic; managing difficult attendees and how this was handled; content that seemed to cause distress to delegates and any other specific clinical issues. NOTE: this is not clinical supervision, which remains the responsibility of each member of the freelance team.

For the working group to be quorate at each quarterly meeting at least 4 members including the Chair will be present.

Role and responsibilities

The roles and responsibilities of the group will be as follows:

- To provide clinical/lived experience advice to both the office and freelance team. This might include:
 - Reviewing CWT approach in relation to new or updated evidence and/or research
 - Providing information and guidance on sector best practice
 - Providing advice and guidance on new training topics the Trust might be considering
- To provide peer support and guidance to the freelance team in regards to their activities for the Trust
- For up to 4 members of the group to provide support to other freelance trainers post training delivery for CWT
- To link in with the training materials and resources group as required