

Service User Representative Recruitment Process

When organising a meeting, please remember that you must involve a service user or in the meeting. Please give as much notice as possible (2 weeks minimum)

Identify a service user representative role.



Contact the HeadsUp worker and request a service user representative recruitment form and the person specification template.

Email anna.drescher@hfmind.org.uk



Send the completed service user representative recruitment form, the person specification template and the TOR back to Anna.



The HeadsUp worker will recruit a suitable service user from the network who meets the criteria and arrange for them to be receive the above documents. HeadsUp will then contact you to give you the service user contact details for you to organise any further details.



Add service user to the mailing list for the meeting to make sure they get the minutes and agenda.



The HeadsUp worker will send service user the bank form to fill out, which they will give to the meeting chair/ admin person at the first meeting.



It is your responsibility to raise the involvement payment on the same or the next working day.