**Involvement evaluation form for service user**

**representative/project advisor**

Insert organisation name

**What is the purpose of this form?**

* To record your reflections after being involved as a service user representative/project advisor at a meeting or event.
* To provide information to help improve the experience and effectiveness of service users involved as service user representatives/project advisors.

**What will happen to this information?**

* We will collate and analyse the data.
* The amalgamated data along with anonymised comments will be used to

 inform the evaluation and improve the experience and effectiveness of service

 users involved as service user representatives/project advisors.

• The evaluation and anonymised comments may be included in reports.

**Please complete and return this form to:**

**Answering the questions**

Where options are given, please tick the relevant box. In the case of the scale 1-5 please use as follows:

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

If any of the questions are not relevant then please ignore or put N/A. Any comments you want to add are welcome.

**You and the meeting/event**

Your name (optional):

Your role and responsibility in the meeting/event:

Name of meeting/event:

Date of meeting/event:

**Before the meeting/event**

How long before the meeting/event did you receive the paperwork?

on the day [ ]

1-3 days [ ]

4-7 days [ ]

more than 7 [ ]

Was this sufficient?

yes [ ]

no [ ]

If not sufficient then how long before the meeting/event would you have liked the paperwork?

In what way did you receive the papers?

by email [ ]

printed copy [ ]

Was this best for you?

yes [ ]

no [ ]

If no, how would you have liked to receive them?

How clear were the papers?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

Were you offered the opportunity to raise queries before the meeting/event?

yes [ ]

no [ ]

If yes, how well were your queries answered?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

**During the meeting/event**

How much did you feel able to contribute to the meeting/event?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

Do you think that the inclusion of service user representatives/project advisors had any impact on the meeting/event?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

Did the chair of the meeting or event facilitator support you?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

Did you feel supported by other members during the meeting?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

**After the meeting/event**

Do you think your views were valued?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

Were you offered the opportunity to raise queries after the meeting/event?

yes [ ]

no [ ]

**I**f yes, how well were the queries answered?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

**Final thoughts**

Overall, how would you rate your input into the meeting/event?

1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]

low high

What would help your input into future meetings/events?

Is there any information or training that might benefit you for future meetings/events like this one?

Are there any additional comments that you would like to make?

**Thank you for completing this questionnaire.**