**Involvement agreement**

Insert name of organisation:

Name of service user representative/project advisor:

**The role** of the name of the organisation

Insert details

eg The Care Services Improvement Partnership (CSIP) was created in 2005 to support a number of initiatives developing services to help improve people’s lives. Commissioned by the Department of Health and other agencies, CSIP aims to achieve this by supporting the implementation of national policy for local benefit. We work with communities, systems and organisations that are engaged with the health and social care needs of:

• people with mental health problems

• people with learning disabilities

• older people

• children, young people and families

• people in the criminal justice system; and

• the families, carers and supporters of these groups

CSIP works regionally in what are called ‘Development Centres’. There are eight regions and London is covered by the London Development Centre (LDC).

**Area of work**

Insert brief introduction to programme or area of work in which involvement will take place

eg The self-directed support programme is new to London, having started in July 2007. It aims to support local authorities and health trusts to develop self-directed support to ensure that more people in their localities can have more choice and control over the support they need. This includes things like individual budgets, direct payments, and making sure that people get the right help to plan their support. To do this, we are directly supporting organisations and holding events to bring people together and to learn more. We are also engaging with people who have had experience of self-directed support, or who have concerns about how their current support is working and who are positive advocates for the development of self-directed support in their area.

**Opportunities for involvement**

Insert what and how service user representatives/project advisors will contribute

eg1.To be involved with an event on 30June 2008 entitled ‘Choice, Self-Directed Support and Mental Health’. This event is for mental health professionals from across London to learn more about self-directed support and is an opportunity for people to come together to share concerns and opportunities for how to move this important development forward in their areas.

To be involved on the day would mean a requirement to:
a) take part in the event alongside other delegates;
b) take an active part in ‘round-table’ discussions with other delegates, and help facilitate the group discussions;
c) be a positive advocate for self-directed support, such as direct payments and individual budgets.

The event is to be held at Avonmouth House near Elephant & Castle in London. A map is attached for reference. Also attached is the outline programme for the day for your information and the flyer which has been used to make people aware of the event.

2. To become a champion for self-directed support in your area. This would mean that you would agree for your contact details to be held by the self-directed support programme lead, who may call on you/invite you to take part in development activities in your local area. This may or may not lead to specific pieces of work, and no commitment is made in advance by either yourself or the programme lead. However, it is obviously the intention that opportunities will be generated, for which your support would be appreciated. Details of any local involvement would be agreed separately.

**What you can expect from us**

Insert details

eg We agreed that I will meet with you for a briefing in advance of the event on 30 June and for a de-briefing session afterwards.

In relation to your continuing involvement with the LDC as a local champion for self-directed support, we agreed that we would meet every 3 months to help you to look at progress and review with you how this is working at least every year.

We also agreed to support you in an application to attend the next Learning in Partnership course at Surrey University. You will need to be successful in the selection process for this course, but we agreed that you will shadow the LDC Service Improvement Lead for a day to help you to gain a better understanding of service improvement and prepare for interview. If successful, you will receive support and group supervision from us for the duration of the course.

**Support required to get involved**

Insert details previously agreed

eg When we met, you confirmed that you will not require practical assistance or support to engage with the event or with any other possible involvement, due to being supported by your partner. We also agreed that it was important that you informed the programme lead if you were to find later on that you

have support needs which you could not have anticipated.

**Travel**

Specify any arrangements required for independent or supported travel

eg When we met, you also confirmed that you were happy to travel independently to London and in your local area, again supported by your partner, and that no additional support is required.

**Payment and reimbursement**

Specify payment and reimbursement arrangements agreed

eg Travel: Your travel costs will be met by a travel ticket to be issued by the LDC in time for the event on 30 June.

Payment for the event: The day rate for the event will be £170. This will take into account the time you will spend travelling and any preparation you might do.

Payment for any subsequent involvement as a ‘Champion’ would be negotiated separately according to set rates determined by CSIP within the LDC Payment and Reimbursement guidelines.

**Payment method**

Insert invoice arrangements and how payment will be made

eg You confirmed that payment for involvement would not cause any problems with reference to benefits and you did not require advice about this. You confirmed that you were registered with the Inland Revenue as self-employed.

You informed me that your unique Inland Revenue reference number is:

You agreed to invoice SEDC for the agreed amount after the event. The invoice should be sent to:

Please mark your invoice ‘Self Directed Support Programme’ and include the date that the involvement took place.

**Important contacts**

Insert names, email address and phone numbers.

eg If you have any queries about your involvement you can contact:

Main contact person

Administration

If you have any concerns or complaints, you should initially contact the main contact person above. Alternatively you can contact *(insert details).*

**After your involvement**

Insert details

eg After your involvement, we will ask you to give us feedback about what it was like, whether you got the right support, whether you felt you were able to make a valuable contribution and so on.

Thank you on behalf of insert organisation name

Signed on behalf of organisation name

Name of service user representative/project advisor

Signature

Date