

### Meetings requiring service user and carer involvement

The following table describes the planned meetings during the implementation phase of the project. Service user and carer representatives will be sought for involvement in all meetings.

Meeting	Type	Frequency	Duration	Max. no. of reps	Meeting owner	Description	Key skills
Service User and Carer Board	Project	Monthly	June 14 onwards. Will run in shadow form until October when it comes into full effect.	12	All	The primary function of the Service User and Carer Board is to support the Service User Director in ensuring effective involvement in all parts of the System.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> </ul>
Transition Programme Team	Project	Monthly	June 14 to April 15	2	Mental Health Bristol	Brings together all project managers from across the mental health system to update on progress, identify and resolve any interdependency issues and review any high impact risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> </ul>
Community Mental Health Services (Lot 1) Implementation Group	Project	Monthly	June 14 to October 14	2	Mental Health Bristol	Brings together the project managers, functional leads and key stakeholders from across the Lot 1 to update on progress, identify and resolve any interdependency issues and review any high impact risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of Assessment and Recovery, Crisis, Early Intervention in Psychosis or Complex Psychological Interventions</li> </ul>

Assessment & Recovery Project Team	Project	Weekly	June 14 to October 14	2	Mental Health Bristol	Responsible for ensuring that the A& R transition plan is executed successfully including progress tracking and managing risks, issues and assurance targets. The service user and carer representatives will represent the views of the A&R Reference Group (see below).	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Assessment and Recovery service</li> </ul>
Assessment & Recovery Reference Group	Reference Group	Monthly (Fortnightly initially)	June 14 onwards. Continues when the new service is implemented.	8	Mental Health Bristol	Forum conating a range of service users and carers which can discuss relevant issues and feed their input into the project team via the service user and carer representatives in the project team.	<ul style="list-style-type: none"> <li>• Ability to critically review information</li> <li>• Lived experience of the Assessment and Recovery service</li> </ul>
Crisis Project Team	Project	Weekly	June 14 to October 14	2	Mental Health Bristol	Responsible for ensuring that the Crisis transition plan is executed successfully including progress tracking and managing risks, issues and assurance targets. The service user and carer representatives will represent the views of the Crisis Reference Group (see below).	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Crisis service</li> </ul>
Crisis Reference Group	Reference Group	Monthly (Fortnightly initially)	June 14 onwards. Continues when the new service is implemented.	8	Mental Health Bristol	Forum conating a range of service users and carers which can discuss relevant issues and feed their input into the project team via the service user and carer representatives in the project team.	<ul style="list-style-type: none"> <li>• Ability to critically review information</li> <li>• Lived experience of the Crisis service</li> </ul>

Early Intervention in Psychosis Project Team	Project	Weekly	June 14 to October 14	2	Mental Health Bristol	Responsible for ensuring that the EIP transition plan is executed successfully including progress tracking and managing risks, issues and assurance targets. The service user and carer representatives will represent the views of the EIP Reference Group (see below).	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Early Intervention in Psychosis service</li> </ul>
Early Intervention in Psychosis Reference Group	Reference Group	Monthly (Fortnightly initially)	June 14 onwards. Continues when the new service is implemented.	8	Mental Health Bristol	Forum conating a range of service users and carers which can discuss relevant issues and feed their input into the project team via the service user and carer representatives in the project team.	<ul style="list-style-type: none"> <li>• Ability to critically review information</li> <li>• Lived experience of the Early Intervention in Psychosis service</li> </ul>
Complex Psychological Interventions Project Team	Project	Weekly	June 14 to October 14	2	Mental Health Bristol	Responsible for ensuring that the CPI transition plan is executed successfully including progress tracking and managing risks, issues and assurance targets. The service user and carer representatives will represent the views of the CPI Reference Group (see below).	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Complex Psychological Interventions service</li> </ul>
Complex Psychological Interventions Reference Group	Reference Group	Monthly (Fortnightly initially)	June 14 onwards. Continues when the new service is implemented.	8	Mental Health Bristol	Forum conating a range of service users and carers which can discuss relevant issues and feed their input into the project team via the service user and carer representatives in the project team.	<ul style="list-style-type: none"> <li>• Ability to critically review information</li> <li>• Lived experience of the Complex Psychological Interventions service</li> </ul>

Communications Implementation Group	Project	Monthly	June 14 to April 15	2	Mental Health Bristol	Brings together the communication leads from across the Bristol mental health system to agree a communications strategy and protocol, operational communication plans, to share ideas and best practice and to identify and help resolve any interdependency issues. The same representative will sit on both the weekly (see below) and the monthly meeting.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Experience of working in a communications environment or team</li> </ul>
Communications Working Group	Project	Weekly by phone	June 14 to April 15	2	Mental Health Bristol	As above but more frequent actions oriented meeting. The same representative will sit on both the weekly and the monthly meeting.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Experience of working in a communications environment or team</li> </ul>
System Leader Implementation Group	Project	Monthly	June 14 to October 14	2	Mental Health Bristol	Brings together the system leader project manager and key stakeholders to agree a system leader implementation plan, update on progress, identify and resolve any interdependency issues and review any high risks. The service user and carer representatives will also attend the System Leader project team and reference group.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Leadership experience at any level</li> </ul>

System Leader Project Team	Project	Weekly	June 14 to October 14	2	Mental Health Bristol	Responsible for ensuring that the System Leader transition plan is executed successfully including progress tracking and managing risks, issues and assurance targets. The service user and carer representatives will represent the views of the System Leader Reference Group (see below) and will also sit on the monthly System Leader Implementation Group.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Leadership experience at any level</li> </ul>
System Leader Reference Group	Reference Group	Monthly (Fortnightly initially)	June 14 onwards. Continues when the permanent system leadership function is implemented.	8	Mental Health Bristol	Forum conating a range of service users and carers which can discuss relevant issues and feed their input into the project team via the service user and carer representatives in the project team.	<ul style="list-style-type: none"> <li>• Ability to critically review information</li> </ul>
Big data solution Project Board	Project	Monthly	June 14 to September 14 for initial phase but likely to continue through 2015	2	Mental Health Bristol	Responsible for steering and directing the development of the big data solution. The service user and carer representatives will also attend the big data solution project team.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Some experience of information systems</li> </ul>
Big data solution Project Team	Project	Weekly	June 14 to September 14 for initial phase but likely to continue through 2015	2	Mental Health Bristol	Responsible for ensuring that the Big data solution plan is executed successfully including progress tracking and managing risks, issues and assurance targets. The service user and carer representatives will also attend the big data solution project board.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Some experience of information systems</li> </ul>

IM&T and Business Intelligence Implementation Group	Project	Monthly	June 14 to April 15	2	Mental Health Bristol	Brings together the IM&T and Reporting leads from across the Bristol mental health system to agree an IM&T plan, update on progress, identify and resolve any interdependency issues and review any high risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Some experience of Information Technology implementation</li> </ul>
Culture Change Implementation Group	Project	Monthly	June 14 to April 15	2	Mental Health Bristol	Brings together the culture change, communication and HR leads from across the mental health system to agree a culture change plan, update on progress, identify and resolve any interdependency issues and review any high risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Some relevant experience of culture, equalities and diversity or organisational development</li> </ul>
Community Rehabilitation (Lot 2) Implementation Group	Project	Monthly	June 14 to April 15	2	Second Step	Brings together the project managers, functional leads and key stakeholders from across the Lot 2 to update on progress, identify and resolve any interdependency issues and review any high impact risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Community Rehabilitation service</li> </ul>
Dementia Wellbeing Service (Lot 3) Implementation Group	Project	Monthly	June 14 to October 14	2	Devon Partnership	Brings together the project managers, functional leads and key stakeholders from across the Lot 3 to update on progress, identify and resolve any interdependency issues and review any high impact risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Dementia service</li> </ul>

Dementia Wellbeing Service (Lot 3)	Reference Group	Monthly	June 14 to October 14	2	Bristol Dementia Partnership	Forum consisting of a range of service users and carers which can discuss relevant issues and feed their input into the project team via the service user and carer representatives in the project team.	<ul style="list-style-type: none"> <li>• Ability to critically review information</li> <li>• Lived experience of the Dementia Wellbeing service</li> </ul>
Employment (Lot 4) Implementation Group	Project	Monthly	June 14 to October 14	2	Richmond Fellowship	Brings together the project managers, functional leads and key stakeholders from across the Lot 4 to update on progress, identify and resolve any interdependency issues and review any high impact risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Employment service</li> </ul>
Assertive Engagement (Lot 6) Implementation Group	Project	Monthly	June 14 to April 15	2	St. Mungos Broadway	Brings together the project managers, functional leads and key stakeholders from across the Lot 6 to update on progress, identify and resolve any interdependency issues and review any high impact risks.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Lived experience of the Assertive Engagement service</li> </ul>
Strategic Partnership Board	Project	Monthly	June 14 onwards. Will run in shadow form until October when it comes into full effect.	2	Mental Health Bristol	Brings together senior leads from all Provided Services to provide a strategic overview of the operation of all services and the System as a whole.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Leadership experience at any level</li> </ul>
Clinical Leadership Team	Project	Minimum 2 weekly, with larger attendance quarterly	June 14 onwards. Will run in shadow form until October when it comes into full effect.	2	Mental Health Bristol	The primary function of the Clinical Leadership Team is to ensure safe and effective delivery of clinical services across all parts of the system, including overseeing quality and clinical risk	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> </ul>

Provider Forum	Project	Monthly	June 14 onwards. Will run in shadow form until October when it comes into full effect.	2	Mental Health Bristol	Co-ordination of operational delivery across the system; management of performance within the system, and system wide continual improvement.	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Management experience at any level</li> </ul>
Information Governance	Project	Monthly	June 14 to October 14	2	Mental Health Bristol	To address Information Governance issues across the system	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> <li>• Some relevant experience of information governance</li> </ul>
Equality and Diversity Steering Group	Project	Monthly	June 14 onwards	2	Mental Health Bristol	The primary function of the Equalities and Diversity Group is to bring together the equalities leads from all Provided Services to provide strategic and operational overview of equalities and diversity across the system	<ul style="list-style-type: none"> <li>• Team working and ability to contribute</li> </ul>
Interview selection panels	Project	As required	Ongoing	2	various	Selection panels to interview and select new members of staff to form part of the new service teams	
Other ad hoc meetings as required	Project	As required	Ad-hoc	2	Any	A number of ad-hoc meetings will be required to address any issues which occur during the course of the project.	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>