Participation Selection Procedure

Caring Hands Advisory Group

This procedure outlines the process for selecting participants for meetings held as part of the Caring Hands Advisory Group to ensure transparency and fairness while promoting active participation and diversity.

Eligibility Criteria

To be considered for participation in meetings, individuals must meet the following criteria:

- Must be a member of the Caring Hands Advisory Group
- Must have signed a Confidentiality and Code of Conduct agreement
- Must be able to contribute specialist knowledge and expertise based on lived participant, carer, or community experience
- Must have the ability to interact with staff and other participants to discuss issues that influence decisions at a strategic level
- Must be capable of being a voice for all participants

Notification of Meetings

- Members will be notified in advance about upcoming meetings
- The notification will include the date, time, and agenda of the meeting

Selection Process

When the number of members exceeds the required number of participants for the meeting, the selection process will be as follows:

- **Random Selection:** Some participants may be selected at random to ensure an element of chance and fairness.
- **Diversity-Based Selection:** in addition to random selection, a balanced group will be formed, considering diversity in the following aspects:

a. Background

b. Gender

c. Services received

d. Lived experiences representing Southcare's participant base

- **Active Participation Assessment:** all potential participants' ability to actively participate will be evaluated based on the eligibility criteria mentioned in this document. Members who meet these criteria will be considered for selection.
- **Interviews (if required):** In cases where there are multiple eligible candidates, interviews may be conducted to assess their suitability for the specific meeting. The interviews will focus on the candidate's ability to contribute effectively to the meeting's objectives.

Final Selection

Following the selection process, the final list of participants will be determined, considering the random selection, diversity considerations, and active participation assessments.

Notification of Selected Participants

- Selected participants will be notified of their inclusion in the meeting
- Non-selected members will be informed of the reasons for their non-selection

Transparency and Record Keeping

- The selection process and the criteria used for selection will be documented and maintained for transparency
- Complaints regarding the selection process will be addressed by referring to the documented procedure and criteria

Meeting Conduct

- All selected participants are expected to adhere to the Confidentiality and Code of Conduct agreement during the meeting
- The selected participants will actively contribute to discussions and decisions in alignment with the meeting's objectives

Review and Feedback

- The effectiveness of this selection process will be periodically reviewed and refined as necessary
- Feedback from participants and non-selected members will be considered for continuous improvement

By following this procedure, the selection process for Caring Hands Advisory Group meetings will be transparent, fair, and will promote diversity and active participation, while ensuring that members can voice their concerns or complaints about the process.