

## **Peer Support Group**

### **Terms of Reference**

#### **Purpose**

Glasgow Centre for Inclusive Living Equality Academy Peer Support Group is a group of GCIL Equality Academy programme members who

- come together as equals
- meet three times per year
- share knowledge, experience, concerns, successes and challenges.
- provide practical help and support to each other.

GCIL Equality Academy shares details of its achievements and along with individual members of the group recognises and celebrates the achievements of graduate trainees on the Professional Careers Graduate Traineeship programme.

By listening to each other, sharing difficulties or concerns and actively seeking solutions problems can be overcome. As a consequence, individuals will feel supported and have the confidence to try other approaches to deal with any concerns or difficulties.

The Peer Support Group is intended to be a supportive, non-judgmental working atmosphere, in which everyone's views are heard and considered equally.

Values and behaviours considered important in working together effectively include the importance of participation, openness, trust, confidentiality, listening without interrupting, respecting differences of view and keeping to agreed timing.

#### **Members**

The peer support group is made up of all GCIL Equality Academy Trainees and Interns.

### **Attendance by Others**

The Equality Academy National Development Manager and the Equality Academy Placement Co-ordinator are available to provide ongoing support and to attend meetings when matters arise that require their direction or input. As are other guest speakers to share their experiences.

### **Frequency**

Meetings are held every 4 months for a half day.

### **Organisation of next meeting**

A chairperson, secretary and minute taker is appointed and given responsibility for organising the next meeting and the paperwork around this. This responsibility rotates around the members. A list of responsibilities for the figure-heads is provided overleaf.

### **Monitoring Effectiveness**

- The Equality Academy National Development Manager and Placement Coordinator will monitor output from the meetings, for instance agenda and meeting minute content, actions arising and outcomes.
- Evaluations will be performed when appropriate.

### **Review**

The Group will review its Terms of Reference annually.

### **Standard Agenda Items**

The agenda allows for presentation and clarification of questions, problems, concerns or difficulties and everyone is given an opportunity to discuss their opinions, encouraging group discussion of same or similar experiences. Actions will be agreed within the group.

## **Roles and Responsibilities of Figure-heads**

### **Chairperson**

- Keep meeting to agenda
- Keep meeting to set time frame
- Administer any voting required
- Receive casting vote in event of a tied vote
- Arrange time/date/venue of next meeting
- Arrange the chairperson for the next meeting
- Arrange the minute taker for the next meeting
- Arrange the secretary for the next meeting

### **Secretary**

- Email details of next meeting to the group
- Make amendments to agenda when requested by group members
- Distribute agenda before meeting
- Inform chairperson and group of apologies sent in previous to meeting

### **Minute-taker**

- Take minutes of meeting
- Distribute minutes to the group in relevant formats