**Ending a lived experience opportunity checklist**

| Question | Considerations | Completed |
| --- | --- | --- |
| Be clear about the process | * Let them know what is happening and why.
* Explain why any changes are necessary.
* Provide plenty of notice so people can prepare.
* Let people know you are available to discuss any concerns they may have.
 |[ ]
| **Host a closing meeting/event** | * Celebrate achievements over the course of the opportunity.
* Provide the chance for everyone to come together at the end of the opportunity.
 |[ ]
| **Provide feedback and reflect** | * Demonstrate the impact the person/group has had.
* ‘You said, we did’ – show the changes and developments that have been made as a result of their contribution.
 |[ ]
| Evaluate the role | * Allow the person/group involved in the role to feedback on their experiences.
* Provide feedback on how you will change the process in future (if necessary).
 |[ ]
| Signpost to support/alternative opportunities  | * Communicate what support is available to help them through the transition period (for example, an Employee Assistance Programme if you have one).
* Are there any other opportunities for the person/group to be involved?
 | [ ]  |
| Preparing for the future | * Find out how people want to take their experience forward into other areas.
* How can you support them to do this? For example, offering to give a reference.
 |[ ]

**It’s important to be clear on how long people’s involvement will last and when the project will end. The way you end the lived experience involvement is as important as the opportunity itself.**