

## Day Services Coproduction Group (redraft 11/08/22)

At the inaugural meeting these terms of reference will be reviewed and adopted by the group

Headings		Terms of Reference
<b>1</b>	<b>Purpose</b>	The purpose of the group is to bring people together to make things better, with and for, the people we support.
<b>2</b>	<b>Accountability</b>	<ul style="list-style-type: none"> <li>✚ This group is a sounding board for day services for people with a disability</li> <li>✚ Changes to policy or strategy will be put into a report and sent to the Adult Social Care and Public Health Committee</li> <li>✚ This group cannot make final decisions about policy</li> </ul>
<b>3</b>	<b>Reporting</b>	The group will provide reports to the Adult Care and Health Directorate Management Team, and the All-Age Disability Partnership Board, to assist the development of policy and strategies.
<b>4</b>	<b>Principles</b>	<p>Each member of the group agrees to work co-operatively by adopting the following principles:</p> <ul style="list-style-type: none"> <li>✚ Be advocates for people we support</li> <li>✚ Allow debate and discussion in the group</li> <li>✚ Apply independent thinking and objectivity</li> <li>✚ Be honest and act with integrity and transparency</li> <li>✚ Promote continuous improvement and celebrate achievements</li> <li>✚ Embrace the values of inclusion and equality</li> <li>✚ Adopt an outcome focused approach allowing for flexibility and innovation</li> </ul>
<b>5</b>	<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>✚ To work together to plan and improve day services</li> <li>✚ Share feedback and issues about day services from people we support, parent/carers, staff and volunteers – ensuring services are responsive to feedback and evolve</li> <li>✚ Encourage services to work with community providers enabling pathways into volunteering, training and employment opportunities that bring life skills for the people supported and their families</li> <li>✚ To share information from meetings to stakeholders</li> <li>✚ Keep updated with developments and new ideas to help the service respond positively and effectively to them</li> <li>✚ Actively participate in an annual self-review</li> </ul>

6	<b>Membership Recruitment and Selection</b>	Membership will be from the following groups and selection process.																																				
		<table border="1"> <thead> <tr> <th>Representative</th> <th>Selection Process</th> <th>Numbers</th> </tr> </thead> <tbody> <tr> <td>People we support</td> <td>Elected from Speak Up Be Heard Forum</td> <td>3 places</td> </tr> <tr> <td>Together All Are Able</td> <td>Self-nominated from self-advocacy CIC</td> <td>3 places</td> </tr> <tr> <td>Parent/Carers</td> <td>Expressions of interest or Elected from Parents/Carers Forum</td> <td>3 places</td> </tr> <tr> <td>Staff</td> <td>Elected from Staff Forum*</td> <td>4 places</td> </tr> <tr> <td>Volunteers</td> <td>Elected from Volunteering Forum*</td> <td>2 places</td> </tr> <tr> <td>Elected Member</td> <td>Self-nominated from Adult Social Care and Public Health Committee</td> <td>1 place</td> </tr> <tr> <td>Wirral Evolutions Leadership</td> <td>Self-nominated from Wirral Evolutions</td> <td>1 place</td> </tr> <tr> <td>Wirral Council Adult Care and Health Directorate</td> <td>Self-nominated from Adult Care and Health Directorate</td> <td>1 place</td> </tr> <tr> <td>Admin Support</td> <td>Wirral Evolutions admin support</td> <td>N/A</td> </tr> <tr> <td colspan="3">Co-opted members as appropriate</td> </tr> <tr> <td colspan="3">*In development</td> </tr> </tbody> </table>	Representative	Selection Process	Numbers	People we support	Elected from Speak Up Be Heard Forum	3 places	Together All Are Able	Self-nominated from self-advocacy CIC	3 places	Parent/Carers	Expressions of interest or Elected from Parents/Carers Forum	3 places	Staff	Elected from Staff Forum*	4 places	Volunteers	Elected from Volunteering Forum*	2 places	Elected Member	Self-nominated from Adult Social Care and Public Health Committee	1 place	Wirral Evolutions Leadership	Self-nominated from Wirral Evolutions	1 place	Wirral Council Adult Care and Health Directorate	Self-nominated from Adult Care and Health Directorate	1 place	Admin Support	Wirral Evolutions admin support	N/A	Co-opted members as appropriate			*In development		
		Representative	Selection Process	Numbers																																		
		People we support	Elected from Speak Up Be Heard Forum	3 places																																		
		Together All Are Able	Self-nominated from self-advocacy CIC	3 places																																		
		Parent/Carers	Expressions of interest or Elected from Parents/Carers Forum	3 places																																		
		Staff	Elected from Staff Forum*	4 places																																		
		Volunteers	Elected from Volunteering Forum*	2 places																																		
		Elected Member	Self-nominated from Adult Social Care and Public Health Committee	1 place																																		
		Wirral Evolutions Leadership	Self-nominated from Wirral Evolutions	1 place																																		
		Wirral Council Adult Care and Health Directorate	Self-nominated from Adult Care and Health Directorate	1 place																																		
		Admin Support	Wirral Evolutions admin support	N/A																																		
Co-opted members as appropriate																																						
*In development																																						
		<ul style="list-style-type: none"> <li>✚ Group members should attend at least half of the meetings</li> <li>✚ Members unable to attend can send someone else on their behalf</li> </ul>																																				
7	<b>Remuneration</b>	Travel and other reasonable expenses can be reimbursed in accordance with Wirral Evolutions/Wirral Councils expenses policy																																				
8	<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>✚ Members are expected to respect confidentiality of specific topics discussed at the meeting as requested by other members or guest speakers</li> <li>✚ Documents circulated, and notes from the meetings, can be shared externally unless expressly stated as confidential or in draft format</li> <li>✚ The group is not for dealing with individual complaints; these should be directed through appropriate channels in the usual manner</li> </ul>																																				
9	<b>Administration Arrangements</b>	<ul style="list-style-type: none"> <li>✚ A Chair and Co-chair will be elected by the group at first meeting</li> <li>✚ Terms of Reference for the group to be confirmed at first meeting</li> <li>✚ Meetings will take place bi-monthly, in person, at an accessible venue nominated by the group</li> <li>✚ Zoom or Teams will be made available for those unable to attend in person</li> <li>✚ Meetings will be in private to enable an open and honest discussion</li> <li>✚ Agendas to be prepared in Easy Read format and sent out by Admin one week prior to the meeting</li> <li>✚ Action notes to be prepared in Easy Read format and sent out by Admin two weeks after the meeting</li> <li>✚ The Terms of Reference function, membership and charring arrangements will be reviewed annually by the group</li> </ul>																																				