Day Services Co-production Group

Terms of Reference

A Terms of Reference tells us about the group, what it is for, and how it will work
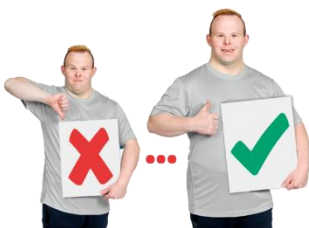
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1.   Purpose
(What the group is for)

The purpose of the group is to bring people together to make things better, with and for, the people we support

We want to work with, and listen to what matters to, the people we support

This will help develop our services

2.   Accountability

This group is to talk about services for people with a disability

Changes to policy or strategy will be put into a report and sent to the Adult Social Care and Public Health Committee

This group cannot make final decisions about policy

3. Reporting

The group will provide reports to :

- ✓ The Adult Care and Health Directorate
- ✓ The All-Age Disability Partnership Board

The information from the group will help both to develop policy and strategy

4. Principles

Each member of the group agrees to work co-operatively and:

- ✓ Be advocates for people we support

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✓ Allow debate and discussion in the group

✓ Think independently and focus on facts

✓ Be honest, transparent and tell the truth

✓ Celebrate achievements

✓ Include everyone

✓ Focus on results that will allow change and get better

5.   Roles and Responsibilities

To work together to plan and improve
day services

Share feedback and issues about day services
from people we support, parents/carers,
staff and volunteers

Encourage services to work with community
providers to allow volunteering, training and
employment opportunities, that bring life skills
for the people supported and their families

To share information from meetings
to stakeholders

Keep updated with developments and new
ideas to help the service respond to them

Take part in a self-review every year

6. Membership Recruitment and Selection

Membership will be from the following groups and selection process:

People We Support

✓ 3 people

✓ Chosen by Speak Up Be Heard

Together All Are Able

✓ 3 people

✓ Self-nominated from group

Parent/Carers

✓ 3 people

✓ Expression of interest or chosen by Parent/Carer Forum

Staff

- ✓ 4 people
- ✓ Chosen by Staff Forum

Volunteers

- ✓ 2 people
- ✓ Chosen by Volunteer Forum

Elected Member

- ✓ 1 person
- ✓ From Adult Social Care and Public Health Committee

Wirral Evolutions Leadership

- ✓ 1 person

Adult Care and Health Directorate

- ✓ 1 person

Admin Support

Group members should attend at least half of the meetings

If a member cannot attend, they can send someone else on their behalf

7.   Payment

Travel and other reasonable expenses can be paid

Any expenses will be paid within the Wirral Evolutions/Wirral Council expenses policy

8. Confidentiality

Members are expected to respect confidentiality of some topics discussed at the meetings

Documents and the notes from the meetings, can be shared unless members are told they are confidential or in draft format
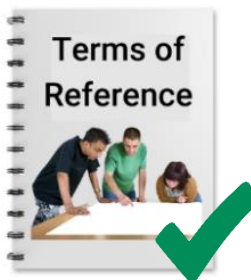
The group is not for dealing with individual complaints - these should be dealt with in the usual manner

9. Administration Arrangements

A Chair and Co-chair will be chosen by the group on its first meeting

The Terms of Reference for the group will be confirmed at the first meeting

Meetings will take place every 2 months

Meetings will take place at an accessible venue chosen by the group

Zoom or Teams will be made available for those unable to attend in person

Meetings will be in private to enable an open and honest discussion

Agendas to be prepared in Easy Read format and sent out by admin 1 week before the meeting

Action notes to be prepared in Easy Read format and sent out by admin 2 weeks after the meeting

The Terms of Reference, Membership, Chair and Co-chair will be reviewed by the group every year