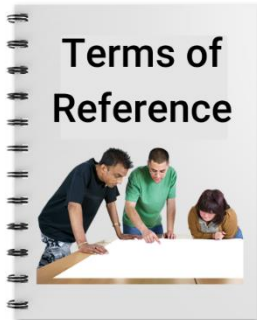


## Speak Up Be Heard Group Terms of Reference (Easy Read)



This is an Easy Read version of the Terms of Reference for Wirral Evolutions **Speak Up Be Heard** group.



A Terms of Reference tells you the aims of a group.

### Purpose



The purpose of **Speak Up Be Heard** is to support members to speak up for themselves about important issues.



The group helps to build confidence to share their views.



The group will talk about Wirral Evolutions services from a stakeholder perspective.



The group will work with the company to influence development and delivery of services.



Wirral Evolutions will listen to the concerns and ideas of the group to help improve the company.



The group will be part of some interview panels as part of Wirral Evolutions' co-productive approach to recruitment.



Members of the group will also talk to other groups and promote events.

## Membership



The group is open to anyone supported by Wirral Evolutions.



Each service will have two representatives, who should also attend their service meetings.

## Accountability & Reporting



Updates will be given to Wirral Evolutions Board via the Co-Chairs.



There will also be minutes from each meeting.

## Meetings



Meetings will be the first Wednesday of each month.



Extra meetings may sometimes be called by the Co-Chairs.



Agendas will be set by the Co-Chairs.



Requests for the agenda can be sent to the Co-Chairs 2 weeks before the meeting.



Meeting papers will be shared a week before meetings.

## Confidentiality



Documents from the meetings can usually be shared.

**But there are some exceptions:**



Draft documents from the group should not be shared.



Anything marked as Confidential should not be shared.



If a member of the group or a guest asks for a topic to be confidential it should not be talked about with people not from **Speak Up Be Heard**.

If someone is in a safeguarding situation or where there is a risk of serious harm to you or others, we **will** talk to other people who can help you and others keep safe.



Personal complaints should not be brought to **Speak Up Be Heard Meetings**. You should raise these through the proper complaints' procedure.

## Review



The group will review the Terms of Reference every September.