**Our Voice Co-production Group**

**Terms of Reference**

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| Our Aims |
| To change culture by working together to help make sure that co-production becomes the way things get done by Adult Social Care in Nottinghamshire.  To strive to ensure all major changes to processes, service or policy in adult social care are co-designed with the people who will use them.  To support people to understand the benefits of working together by providing opportunities to learn and tools so other people can develop their skills and knowledge of working in this way.  Our chosen definition of co-production  *Co -production is not just a word, it is not just a concept, it is a meeting of minds coming together to find shared solutions. In practice, co-production involves people who use services being consulted, included and working together from the start to the end of any project that affects them. When co-production works best, people who use services and carers are valued by organisations as equal partners, can share power and have influence over decisions made'.*  Think Local Act Personal  These are our values   * Honesty and Trust: * Equality * Accessibility * Respect * Diversity   **These are our principles for how we work together.**   * We will all value and work with people’s’ skills, knowledge, experience and interests to improve services and make them better. * We will let people know what we are learning and achieving through co-production. * Meetings will be made to work for everyone. We will use language, written information and other kinds of communication that work for all. * We are all honest and open to promote mutual trust by respecting people’s views and wishes * We will all make time to respond to feedback, by looking at how we do things and changing them if we need to. |
| Who are we and what do we do? |
| We are all people with lived experience of adult social care. Together with paid staff we designed the Better Together plan, which was approved in April 2022. This plan describes the vision and activities that we think need to happen to help co-production grow in adult social care in Nottinghamshire.  We are working alongside Senior staff in the department to help implement the plan.  We support this through sharing ideas, stories and what we have learnt so far.  We challenge poor co-production when we see it but offer support to those involved so they learn how to do it better.  We get involved directly in a few key strategic projects but our purpose is not to do all of the co-production in Nottinghamshire but to ensure that Adult Social Care is involving people and carers with lived experience as equals in service re-design, policy or process that affect them. We talk to staff and senior leaders and share ideas on how they can develop projects that do this.  We are not a campaign group, a peer support group or a disability specific group but a group committed to ensuring that the voice of people with lived experience are heard equally with staff when strategic decisions are made. |
| How we work together ? |
| We meet every month to six weeks on Microsoft Teams with senior leaders.  In between meetings we share and contribute to documents via e-mail or what’s app.  Individually we get involved in areas of work we are interested in and share what we learn when we meet together. |
| What is expected of all members? |
| To attend meetings or send apologies if they can’t  To respect each other’s views and to understand we won’t always agree and that this is ok.  To recognise that everyone’s contribution is important.  To ask if we need help  To be open and honest and keep each other in the loop as much as we can. |
| Chairing Meetings |
| The group is currently co-chaired by Ed Lowe (person with lived experience) and Kashif Ahmed (Service Director). |
| **What support do people receive?** |
| We meet every two weeks to talk about what we are doing with the co-production team. This is an informal meeting and a chance to reflect on what we are learning.  We are supported by Sarah Craggs (NCC co-production team).  We can access a tablet to support us to join Team meetings and get training on how to join a virtual meeting.  Other training needs are discussed on an individual or group basis and arranged as needed.  Currently only expenses can be claimed but we are currently working together with staff to develop new guidance that will allow people to claim an involvement fee and expenses. |
| **Reviewing these Terms of Reference :** |
| Review Date April 23 |

Date: 23/6/22