

Hertfordshire Coproduction Board Terms of Reference (Agreed July 2016)

Purpose

- Board members will work in partnership to provide advice and recommendations to the Health and Community Service (HCS) Management Board on the best way to plan and deliver adult social care services.
- The board's advice will be clearly reported in documents where key strategic decisions are needed.
- The board will set the standards and have oversight of co-production across HCS services.
- Board members will take responsibility to engage in HCS co-production projects.
- Small working groups will be set up to further any projects the board want to take forward. Board members will be expected to participate in these groups

Governance

- The board will be co-chaired by two people – The Director of Health and Community Services and a person with experience of using adult care and support services.
- Board members will adopt best practice coproduction standards set out by [Think Local Act Personal \(TLAP\)](#).
- The Board will develop an action plan of priority areas and be monitored against them by an independent organisation.
- The Board will produce an annual report.

Membership

- Five people on the board will be representatives from the HCS management board.
- Six people on the Board will be representatives from organisations that represent service users, carers and care providers in Hertfordshire, including:
 - Carers in Hertfordshire
 - Age UK
 - Viewpoint
 - Hertfordshire Care Provider's Association
 - Healthwatch
 - The Learning Disability Partnership Board (LDPB)
- At least five people will be service users, carers or experts by experience.
- Membership will be reviewed in two years.
- Training needs for board members will be reviewed and training made available.
- Briefings and de-briefings for members will be available before and after meetings.
- Members can make a confidential request to the board coordinator for any reasonable adjustments they may need to support their participation.
- Deputies need to be agreed by the chairs and be up to speed with the agenda topics.

Meetings

- The meetings will be held at least four times a year in an accessible venue.

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- The co-chairs will agree a draft agenda based on the forward plan three weeks before each meeting to circulate and allow others to feed into this.
- Plain English or Easy Read versions of the agenda and minutes will be created for each meeting.
- Papers will be sent out two weeks in advance of the meeting.
- Reasonable expenses for attending meetings will be reimbursed promptly.
- Experts by experience will be offered an attendance payment.
- People will be supported to take part in the meeting.
- Members will be expected to stick to a code of conduct that will be agreed at the first meeting.

Communication

- Papers and information around topics being discussed will be published online and a link circulated by email.
- The board will develop a communication plan and include a communication item on each agenda.
- Surveys and forums will allow others to feed into the board decision making process. A variety of media will be used to engage different audiences and ensure information is accessible.

Code of conduct

The coproduction board has come together for the purpose of:

- working together to achieve more than could be achieved separately
- sharing knowledge and information
- improving existing and developing new services

Members recognise:

- the importance of promoting equal opportunities for everyone, no matter what their race, age, gender, disability, sexual orientation, religion or economic status
- that working together brings an opportunity and a responsibility to contribute towards achieving shared objectives
- that coproduction takes time, energy and resources to develop and sustain

Members are committed to ensuring that:

- the vision and aims of the board are agreed and understood by all members
- the role of each member is equal on the board and everyone will recognise and respect each member's area of work and expertise
- there is a shared ownership of the board and all members are jointly accountable for the actions and decisions taken by the board
- a supportive atmosphere exists on the board and suggestions, ideas and conflicts are openly addressed
- Individual issues are not discussed during the board where they are not relevant to the discussion
- All discussions at the board are treated as highly confidential unless we agree they can be shared (confidentiality will be on every agenda)
- All members are prepared to explore previously untried approaches and to work in innovative ways