

Oxfordshire's Co-production Board

Terms of Reference

Document

This document was originally agreed by the Board in February 2018.
For review dates and changes made, see end of document.

Acronyms in this document and what they mean.

OCC - Oxfordshire County Council

Mission Statement, our aims:

Team-Up Oxfordshire works together with the people of Oxfordshire to make sure that co-production is the normal way of doing things for everyone.

We want to help everyone understand the benefits of co-production, help everyone believe they can do it, and help give everyone the knowledge and skills to co-produce, even when there are challenges to doing it.

The job of the Board:



The **job of the Board** will be to support, encourage and enable co-production to happen in Oxfordshire.

To make this happen, the Board will:

1. **Agree** what we mean by good Co-production.
2. **Decide** how we will work together as a group and write it down (this document).
3. **Help** OCC do co-production by **offering constructive and respectful challenge** to people involved in co-production work.
4. **Work** directly with some people doing Co-production in smaller groups called project groups.
5. **Give** feedback when OCC needs to write reports to show how well our work is going.
6. **Support** the Co-production Ambassadors to help



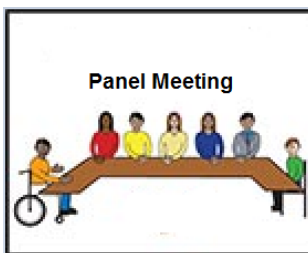
co-production happen more across Oxfordshire by giving advice, support and training when needed.

7. **Contribute** to other things like doing a festival or conference, to share with other people what work we are doing, and why it is important.

Also see our workplan for how we will do our job.

Note that our work will focus mainly on helping Health and Social Care, but we will also help other parts of the Council and groups outside of the Council when we can.

How the Board meetings will run:



- The Co-production Board will meet every 4 weeks.
- Meetings will need to start and finish on time. When meetings are in person, they will need to be in a place that is accessible.
- Time will be made for a break during meetings.
- Information at the meetings will be accessible for people. This means doing things like using plain English, avoiding jargon and acronyms and providing Easy Read material where possible.
- Meetings will be co-chaired by a member of the group and a senior representative of OCC.
- Some things will need to be done outside of meetings in small groups or by email, post or phone.
- The Co-production Team and co-chairs will draft meeting plans (agendas) based on ideas suggested by Board members.
- The agenda will be sent out to all members at least one week before each meeting, to give people time to read it, and the information with it.
- Actions from the meeting will be sent out within one week of the meeting and full notes of the meeting will be sent within two weeks.
- Members can claim expenses and payment for involvement (in line with OCC 'Expenses and payment for involvement' policy).

Membership



Members of the Board will be:

A good mixture of people from across Oxfordshire, who can be the voice of a wide range of people who use OCC services, and/or carers and family members. These people we call 'experts by experience'.

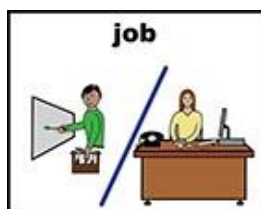
And

- A senior staff member from Adult Social Care, OCC
- A senior staff member from Children's Services, OCC
- A representative from NHS
- A representative from Healthwatch
- The Co-production Commissioning officer and support officer

Member numbers will include a maximum of 20 People with Lived Experience.

A staff member from the Commissioning and Operations Teams in OCC will also come to each meeting, but they will not be members of the Board.

Independent consultants might also sit on the Board to support its work for a period of time.



The job role of members is to:

- Make sure everyone is involved.
- Attend meetings regularly.
- Go to, or help out with, training and workshops on co-production.
- Read papers and information before and after meetings.
- Take part in discussions and activities, using some personal experience to help with ideas.
- Focus on the job of the board – to help co-production happen, and not focus too much on our feelings about our personal experiences, if that leaves no time for co-production.
- Discuss ideas in a helpful way, and not critical or aggressive, to help the board with plans and decisions, and helping other people with their commissioning projects.

	<ul style="list-style-type: none"> • Help check how well the board is doing and agree plans for future work. • Keep to the agreements of the group. • Keep to the agreements in this document. • Try to help with jobs that need doing to keep the board going. • Try to be involved in co-production projects. • Help support the champions to run training and workshops on co-production.
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Agreements about membership:



New Board members are expected to join for a minimum of a year. There is no maximum time that a Board member can be on the Board, BUT if membership numbers grow beyond 20, the Board will discuss and decide the next steps.

When a member leaves, a new member can join. See the 'selection' process document for the agreements about how someone can join.


Note: By Board member in the above two paragraphs, we mean Board members who use services (not members responsible for delivering services).


The Board can ask other people to join if they decide it is needed, to have certain experience or 'experts by experience' in the group.

The group shouldn't get too big, or it will be difficult to get it to work well.

If a member does not attend three meetings in a row without giving their apologies, the Co-production Team or co-chairs will contact them to see if they still wish to be a member. If they do, but continue to miss meetings with no explanation, their membership can be reviewed by the Board and they might be asked to step down from being a member. The Board will always be flexible and sensitive in how it approaches this kind of situation.

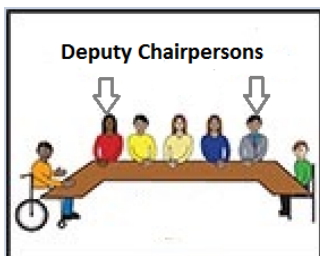
If members are not willing to work within the group's agreements, their membership will be reviewed by the co-chairs.

	OCC will provide Board members with support around new members joining, as required and appropriate.
	<p>Catch-up meetings will be offered once per year.</p> <p>A catch-up meeting is for each member to be invited to meet with the co-chairs, to discuss their membership, any needs or ways they can help, or things they would like to try and learn or do more of.</p> <p>Members can ask for an optional catch-up meeting when they feel the need to discuss any issues they may have.</p>

Chairpersons:	
	<p>Co-Chairing</p> <p>The Board will be co-chaired by a representative of OCC and a person who uses services or carer/family member.</p> <p>Co-chairs will need to be able to lead the meetings so that they work well and be able to talk in between meetings to help with organising.</p> <p>Anyone can volunteer to be a co-chair.</p> <p>Co-chairs agree to do the job for a minimum of 1 year, and a maximum of 3 years.</p> <p>The selection process is detailed in the document: “Co-Chair Selection Process BOARD APPROVED v1”</p> <p>Anything that is not clearly decided through discussion will be decided by a simple majority vote.</p> <p>The co-chairs’ role</p> <p>The role will be to chair the meetings – keeping to time, making sure members work to the ground rules/ways of working and ensuring everyone is able to make a contribution.</p>

	The co-chair will help to plan meetings and set the agendas with the Co-production Team.
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Deputy chairpersons:



If we know some time before a meeting that the co-chairs are not able to attend, Board members will be contacted in advance to ask for volunteer co-chairs. Otherwise, people will be asked at the start of the meeting whether they are willing to volunteer.

The Co-production Team and OCC staff:



The Board will be supported by **The Co-production Team**.

It is their job to make sure that the meetings are organised, produce documents and information, help with training and give support.

It is also the job of The Co-production Team to help co-production happen inside OCC, and the Board has a job to help them with this, and check this is happening.

Managers in OCC are the only people who have the authority to:


- a) ask for projects to be set up in the council,
- b) decide how they best fit in with the political work,
- c) to ask staff to be project leads,
- d) and to check those staff are doing co-production properly.

The Board and Team can support projects but can't tell people what to do.

People from **project groups**. Sometimes we will be working with different groups who are working on co-production work or projects.

They will be **invited** to the group **temporarily** while we are helping them.

	<p>Any member of the Board might also be a member of a project group, while they are helping them.</p> <p>Any member of the Board can request to raise new business by using the Team Up Hub ideas tool on Let's Talk or by emailing the Co-Production Team at coproduction@oxfordshire.gov.uk.</p>
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Reviewing the Terms of Reference document:	
	<p>The Board will decide on the next review date, in a special meeting, to make sure it is still correct, and everyone agrees.</p> <p>There will be a vote on each change, and the changes will be made to the document.</p>

Date of next review
April 2024

See following pages for previous review dates and key changes made

Review dates	Key change(s) made	Section	Page number
January 2020	Engagement Team removed from membership list	Membership	3
	Operations and commissioning staff added to membership list	Membership	3
April 2021	References to SCIE (Social Care Institute for Excellence) removed	Various	Various
	Job of the Board changed from 'oversee and advise on co-production work in Oxfordshire' to 'support, encourage and enable co-production to happen in Oxfordshire'	The job of the Board	1
	' Help OCC to do co-production better by checking and challenging co-production– being a critical friend' changed to ' Help OCC do co-production by offering constructive and respectful challenge to people involved in co-production work.'	The job of the Board	
	Focus of Board changed from Adult Social Care to Health and Social Care	The job of the Board	2
	Frequency of meetings to be every 4 weeks (not 4-8 as originally stated).	How the Board meetings will run	2
	Notes to be sent out within two weeks of meeting, not one. Actions to be sent within one week of meeting.	How the Board meetings will run	2
	'Members will be thanked for their contribution' removed, and 'Members can claim expenses for taking part' updated to 'Members can claim expenses and payment for involvement (in line with OCC 'Expenses and payment for involvement policy')'	How the Board meetings will run	2

Review date	Key change(s) made	Section	Page number
April 2021	<p>Membership updated to include senior staff member from Children's Services and representative from Healthwatch.</p> <p>SCIE removed as member; Commissioning and Operations reps removed as members, but added as regular visitors.</p> <p>Possibility of independent consultants sitting on Board added.</p>	Membership	3
	<p>'Board members are appointed for a minimum of 1 year, to maximum of 3 years, or until they decide to leave.'</p> <p>changed to</p> <p>'New Board members are expected to join for a minimum of a year. There is no maximum time that a Board member can be on the Board, BUT if membership numbers grow beyond 20, people who have been Board members for more than 3 years might be asked to step down. If they would like to re-apply, they will be able to after a period of one year.'</p>	Agreements about membership	4
	Note added to show difference between type of member (member who uses services or member who delivers services) in relation to length of membership.	Agreements about membership	4
	<p>'If a member doesn't attend three meetings in a row without giving apologies, they will be asked to leave the group unless there is a clear reason why they have not been able to come.'</p> <p>changed to</p> <p>If a member does not attend three meetings in a row without giving their apologies, the Co-production Team or co-chairs will contact them to see if they still wish to be a member. If</p>	Agreements about membership	4

	they do, but continue to miss meetings with no explanation, their membership can be reviewed by the Board and they might be asked to step down from being a member. The Board will always be flexible and sensitive in how it approaches this kind of situation.'		
Review date	Key change(s) made	Section	Page number
April 2021	'If someone keeps behaving in an unhelpful way, or not sticking to the agreements, they will be asked to leave. ' changed to 'If members are not willing to work within the group's agreements, their membership will be reviewed by the co-chairs.'	Agreements about membership	4
	Length of co-chair role set at maximum of 3 years.	Chairpersons	5
	Note added about how deputy chairpersons might be selected.	Deputy chairpersons	6
	Point about Board checking managers are fulfilling role removed.	The Co-production Team and OCC staff	6
November 2023	'Members will be no more than 20 people (this is not including OCC Staff)' changed to 'Member numbers will include a maximum of 20 People with Lived Experience.'	Membership	3
	'Discuss ideas in a helpful way, and not critical or aggressive, to help the board with plans and decisions, and helping other people.' Added (for clarity) 'with their commissioning projects'	Membership	3

	<p>‘people who have been Board members for more than 3 years might be asked to step down.’</p> <p>Changed to</p> <p>‘the Board will discuss and decide the next steps.’</p> <p>And Statement removed.</p> <p>If they would like to re-apply, they will be able to after a period of one year.</p>	Agreements about membership	4
	<p>Edited:</p> <p>‘Members can ask for an optional catch-up meeting when they feel the need to discuss any issues they may have.’</p>	Agreements about membership	5
	<p>Addition</p> <p>The selection process is detailed in the document:</p> <p>“Co-Chair Selection Process BOARD APPROVED v1”</p>	Chairpersons	5
	<p>‘2 people will do the job of the chairpersons if the chairpersons are sometimes unable to come to the meeting and lead it. This means there will always be 2 people to lead meetings.’</p> <p>Removed – the statement after this covers the role. A decision about assigned deputies may be made at a later date.</p>	Deputy chairpersons	6
	<p>Addition</p> <p>‘Any member of the Board can request to raise new business by using the Team Up Hub ideas tool on Let’s Talk or by emailing the Co-Production Team at coproduction@oxfordshire.gov.uk.’</p>	The Co-Production Team and OCC Staff	7
	<p>‘The board will check this document once per year,’</p> <p>Changed to</p> <p>‘The Board will decide on the next review date,’</p>	Reviewing the Terms of Reference Document	7