



# Meeting Minutes

## Co-production, Equalities and Human Rights Steering Group

**When:** Thursday 25 Feb 2016

**Where:** Meeting room 1

### Attendees

- Pete Fleischmann
- Michael Turner
- Kevin Minier
- Ann Macfarlane
- Ju Gosling
- Stephen Goulder
- John Evans
- Clenton Farquharson
- June Sadd
- Caroline Bennett
- Matt Langsford
- Margaret Ogden (by telephone)

### Apologies

- Tina Coldham
- Bilgin Musannif
- Annie Southerst
- Laura Able

### Action

#### 1. Ground Rules

Suggested points for the ground rules were:

- Respect each other
- Technology – phones on silent
- Allow people to speak – no interruptions \*very important point as everyone has made an effort to be here so should be heard\*

Paper for  
next  
meeting –  
Co-  
production  
Team

- Let people know if you're leaving the meeting for good if you have to leave the room.
- Confidentiality

June added that the previous set [used by both groups] were good and also very accessible to people with learning difficulties.

## **Papers 1 & 2: Highlights of Co-production and Equality, Diversity and Human Rights Board reports**

Members of each of the old groups both groups briefly outlined the responsibilities and work undertaken in each group.

### *Equality, Diversity and Human Rights Forum*

Clenton:

- Training
- EIAs
- Unconscious bias
- How to embed this work further into SCIE.
- Balancing the relationship between people and process.

June added that SCIE staff had joined us to look at EIAs to make this more realistic as a practice. [This work will continue alongside project managers until we reach a workable solution.]

**Action: Report back on continuing work on EIA forms at this meeting.**

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June also mentioned the addition of the human rights agenda to this group.

### *Coproduction Steering Group*

- Evaluation of Co-production (separate sub group for this) with a view to this becoming an external SCIE offer.
- Training
- Blogs & guides on co-pro
- Overall direction of SCIE co-pro offer
- Going toward a national co-production week as the next stage

Ju added that the group also discuss the EDHR issues hence the reason for the merge.

Pete explained that additionally both groups contributed to the Board report from each group annually. Highlight reports had been produced and Michael talked through them.

Kevin has been involved in SCIE's Mental Capacity Act work and reported that there has been some very good input.

Ideas on how members can contribute to the 2016 reports

The merged group is still committed to the two separate reports for Equality, Diversity and Human Rights and the Co-production report.

There was a discussion about involving the United Nations Convention for Protection of Disabled people's rights. Although this isn't included at present it could be for 2017 report.

The possibility of a short presentation from Ju & John at the next meeting was discussed.

It was also mentioned that the Care Act and Article 19 of the convention are at odds with each other. It was thought it would be useful to have a discussion about how LA's can implement both.

**Action: Co-pro Team to confirm format of presentation / discussion for the next meeting.**

Going forward, drafts of both reports will be circulated. Forewords from members have been very well received previously.

Stephen confirmed that the group should highlight the key areas for discussion and be clear about what is required from the board. Discussion followed and raised the following potential areas for debate:

- Social model
- Role in integration
- Clinical Commissioning Group role in what's being commissioned

Timescale:

- First draft to be sent out end of March/beginning of April
- Final report to the board in May

Discussion about the staff survey and feedback form; Michael reported that responses were received from over 90% of staff since switching to survey monkey.

## Paper 5 – Unconscious bias training

Decision today is whether to recommend that this is something SCIE should consider.

KM – day in the life situations – could replicate online. Scenarios help people to judge whether they do respond in an unbiased way.

Useful tool but £5k seems a very small amount – possibly as part of another project.

Understand why we do it, can't say anyone doesn't need it. We can influence people.

Clenton mentioned a book by Simon Sinek called 'Start with the Why?'

CB- fundamental to any part of co-pro. Expecting staff to be co-producing with each other all the time. Considerably bigger impact than implied.

### **Actions:**

- **Incorporate comments today into a previous paper that went to EDHR. This will go to EMG.**
- **Co-pro team to consider whether members of this group attend unconscious bias training and pass on to others.**

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Team

Co-pro  
Team

### **Terms of reference**

**Action: Avoid the term 'advisory committee'.**

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Margaret mentioned that she had previously asked about incorporating the concept of coproduction into research that SCIE carries out. As this must have increased with NICE work she wondered if SCIE's position on this has changed.

Pete confirmed that this very important and does happen. A matter of where this is possible within the bid and how it's funded. Is often a criteria in bids to involve a person who uses services or a carer.

Pete suggested that we could add to TOR to make it clear that this includes all areas of work including research.

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### **Membership**

Trustees become members for 1 year and then would have to apply as everyone else.

Depends on attendance; could be far too large if everyone attends. Did state that we will review this after a year. Important to ensure that representation remains.

**Action: Co-pro Team to add wording to mirror discussion points.**  
**-adding something about social model**  
**- table it for reference next time.**

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**\*\*\*Title: Co-production, Equalities & Human Rights Steering Group\*\*\***

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#### **Paper 4 – Co-production Week**

Pete talked through the paper.

There had been some discussion at the meeting about a strapline; although everyone didn't agree on the wording those present had the same idea.

National Co-production Week; nothing about us without us.

[Post meeting note: Following the co-production week planning meeting this has been confirmed as

**National Co-production Week: Nothing about us without us  
Citizens and professionals working together for better services.]**

#### **Actions:**

- **Register the week officially**
  - **Co-pro Team to do further work on the strapline and confirm with co-pro week planning group**
  - **Announce LGBT project in the same week.**
  - **Need personal contact from someone high profile who may come along to appear or perform.**
  - **Get deaf orgs along, need to target perhaps 30 people, aim to have an extra 20 there in addition to members.**
- Suggestions included:**
- **Together 2012 – a year round programme of participatory activities for disabled people and their companions.**
  - **YADAPA – young disabled and positively artistic – contact from Ann Macfarlane.**
  - **Facefront theatre – Michael has engaged with already.**

Co-pro  
Team  
Co-pro  
Team  
Steve P  
All

Ideas  
from all,  
Co-pro  
Team to  
action

- **Need to set up a further meeting of sub group ASAP.**
- **Document that members can send to to Disabled People's Organisations. Is on the to-do list for Co-pro Team to do**

Andrea  
Copro  
Team &  
Steve P

**asap. Will plan with Steve. Suggest to local orgs to launch/plan activities in that week.**

## **Paper 6 – Updates**

### **Application form**

SCIE is moving toward using application forms for all recruitment but it may take a little while.

### **Co-pro training at the board**

Useful meeting, great to have 4 people who use services on the board.

### **Action:**

- **Pete will send a link to the oxford programme to members with some brief information about it.**

Pete

### **Members' activities**

Discussion of the document led to a couple of minor amendments.

### **Action:**

- **Ann attended a conference yesterday with Kim Rutter about NICE guidelines. Ann to email the group further details.**

Ann

### **AOB**

Kevin's raised the idea of improving connections with NHS England and NHS Citizens Group; lots of co-production activity going on that SCIE could be involved in.

## **Date of next meeting**

Thurs 21 April 2016.