



Co-production: sharing power in meetings

A free webinar about making meetings accessible and
inclusive

3rd July 2019



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Welcome Pete Fleischmann



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Getting started – who we are

Pete Fleischmann,
SCIE Head of Co-
production



Catherine Goodall
Council for Disabled
Children



Sid Jeewa,
Disability Equality trainer
and SCIE co-production
steering group member



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Getting started

- We also have Steve/James with us to run the technology. And to help with questions
- On your screen there is the chat screen where you can talk to each other and comment and contribute as we go along
- At various points you will have the chance to vote on various questions that we will put to in polls

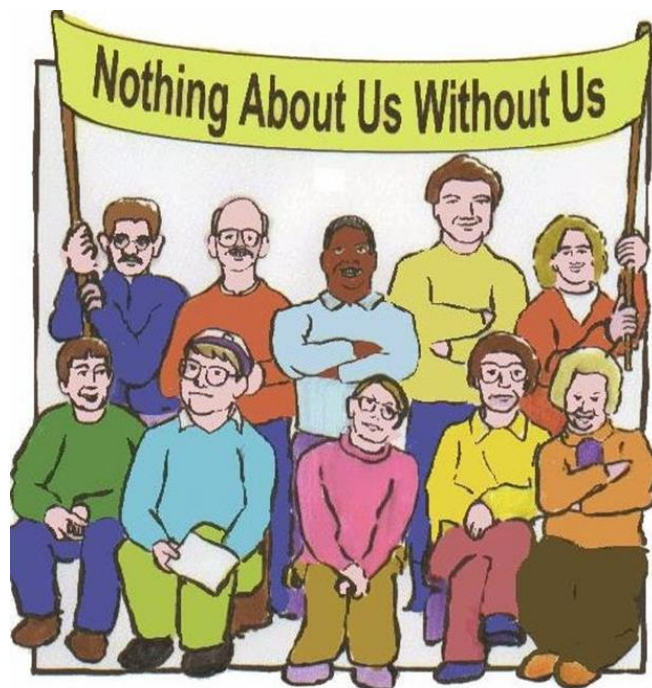


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The session will include

- Co-production definitions and principles
- Understanding why accessible meetings are vital part of co-production
- Learning from children and young people and people with learning difficulties
- SCIE co-production, equality, diversity and human rights steering group meeting
- Receiving your views about some key questions
- Co-production: Holding accessible and inclusive meetings training day

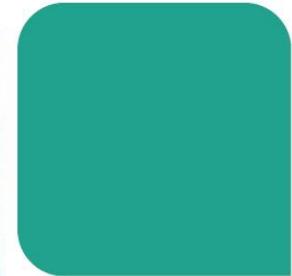


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SCIE's definition

'People who use services and carers working with professionals in equal partnerships to design deliver and evaluate services.'

Co-production in social care:
What it is and how to do it



People who use services

SCIE defines people who use services as people who require long-term support from social and health care services. This includes people who need or are likely to need services but are not currently using them.



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Carers

Carers are people who provide unpaid support for others who could not manage without this help. They are usually family members and partners but can also be neighbours or close friends of the person they support.



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Equality – power sharing



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Diversity



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Access



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Reciprocity: If you put something in you get something out



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- Co-production is a simple concept
- But how do we put it into practice?
- And what practical skills, knowledge and understanding is needed?
- Today we will look at meetings and co-production
- This is because meetings are usually a big part of any co-production project



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Two polls



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- We need to think how the principles of co-production can be applied to meetings

Catherine Goodall



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Co-production with Children and Young People

- It is really important to plan properly to co-produce work with children and young people

“Professionals need to adapt meetings to make young people feel confident to take part.”



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Co-production with Children and Young People

- This needs to start when you are designing a project. Think about:
 - Does the project meet their needs?
 - Will they be interested in taking part?
 - What will we need to do to help them?
- Planning at the start makes it easier to design meetings which are supportive.

Co-production with Children and Young People

- There are lots of things to think about in making a meeting accessible:
 - Timing
 - Venue
 - Who will be there
 - Giving clear information on what will happen
 - Think about power dynamics
 - Accessibility

"No jargon!"

Preparing for meetings

- Accessible papers and agendas
- Information shared in a variety of forms (video, audio, Easy Read etc.)
- Jargon buster for unavoidable jargon and acronyms
- Have breaks and games
- Give refreshments

At the meeting

- Make sure everyone gets a chance to have their views listened to
- Keep the meeting on track
- Keep points short and explain issues clearly



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After the meeting

- Give everyone a summary of what happened
- Ask for feedback after the session to give children time to reflect
- Keep them informed of next steps and any outcomes from the meetings
- Make sure you adapt future meetings based on their feedback

More information

- More information available here:

<https://councilfordisabledchildren.org.uk/help-resources/resources/making-participation-work-factsheets>

<https://councilfordisabledchildren.org.uk/help-resources/resources/factsheet-5-involving-children-and-young-people-formal-meetings>



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Making meetings accessible for people with learning difficulties



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Accessible meetings for people with learning difficulties

- Information needs to be in easy read. This means use simple words with no jargon and also use pictures.
- Talk clearly and not too quickly.
- Send information to people before the meeting. This is so that they have time to read it, understand it and prepare what they want to say in the meeting.
- Let people know about the traffic light cards and ask them if they want to use them.
- People with learning difficulties can be shy and scared to say that they do not understand something. This could be because they can feel like they are slowing people down. So you need to make people feel comfortable, this can be done through using body language and giving people time to say things.



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- Make sure people have enough breaks.
- Understand that people have different needs in a meeting.
- Tell people at the beginning of the meeting that if they do not understand what is being said they should let you know.
- In the meeting ask if people understand everything because it gives them an easy chance to say if they do not understand.
- People with learning difficulties often need support to prepare for the meeting and in the meeting. You have to think about paying for support



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Sid Jeewa



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Practice example: SCIE's co-production, equalities, diversity and human rights steering group

- This group is very diverse including older people, people with learning difficulties, people on the neurodiverse spectrum , disabled people and mental health service users
- Terms of Reference

Practice example: SCIE's co-production, equalities, diversity and human rights steering group

Pre-meeting information and support

- ensure accessible venue/room
- previous minutes in different formats
- check for support needs – arrange trains, taxis etc
- technological support for dialling into meetings
- dietary requirements



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Practice example: SCIE's co-production, equalities, diversity and human rights steering group

- time and length of meeting
- papers
- ground rules
- access slots
- reflections
- payments
- member's reviews

Making events accessible – SCIE resource

- <https://www.scie.org.uk/co-production/supporting/making-events-accessible>



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Co-production: Holding accessible and inclusive meetings 17th October, London

- An overview of co-production
- Recruiting group members
- Getting to know the group and building trust
- Training and support for group members
- Terms of reference, chairing and ground rules
- Creating accessible meeting papers
- Common problems and how to overcome them

<http://tinyurl.com/y5h4mlvl>



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Two polls



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