

# Meeting Minutes

Co-production, Equalities and Human Rights Steering Group  
Thursday 21 April 2016

## Attendees

- Pete Fleischmann
- Michael Turner
- Kevin Minier
- Sid Jeewa
- Laura Able
- Ju Gosling
- Annie Southerst
- June Sadd
- Matt Langsford
- Bilgin Musannif

## Apologies

- Tina Coldham
- Stephen Goulder
- Clenton Farquharson
- John Evans
- Caroline Bennett
- Ossie Stuart
- Rachel Wallach

## 1. Welcome & Minutes of previous meeting

- Sid's apologies not recorded on previous minutes
- Action not on the agenda:  
UN convention discussion deferred until next meeting from JE
- Add the dates of the next few meetings into the end of the minutes
- Unconscious bias discussion on agenda for today

- Pete asked everyone to mention Co-production Week wherever possible.

## **2. Ground rules**

Suggestions were:

- say more about how people are here to learn together
- be aware of other people's agendas
- members should address broad issues and not a personal agenda
- members should be open to other peoples' perspectives and work together
- respect access needs
- ground rules should be more accessible to people with learning difficulties.

**Action: add new points to the ground rules**

## **3. Terms of Reference**

Agreed to merge points 5 & 7 on tasks and put 2 before 1.

There were also points to clarify around the refreshment of members. When this happens it will be a good opportunity to bring in members from the Deaf community.

PF will announce at the festival that we will be recruiting for new steering group members from the network.

**Action:**

**Keep representation under review and have as an agenda item at every meeting.**

There was also a suggestion to organise steering group meeting agendas around aims and objectives and include each one on every agenda, even if it is just to note there is no business to discuss.

### **Paper 3: Co-production project ideas and possible funders**

- Michael talked through the key opportunities he had identified in this paper.
- Previously did this with the network as members applying to take a project forward with SCIE (which is now happening with People First and People First Lambeth)
- European Union funding might be possible after the referendum.
- The Esme Fairbairn (listed in the paper) appeared to have good potential for SCIE to apply to do something around young people.
- Research may be a useful area to attract funding.
- SCIE may be able to get work on issues around integration and the NHS.
- SCIE is a good partner for bids, especially supporting with co-production.

For all of the above SCIE needs to be careful about making sure that it benefits from getting funding, particularly with joint projects.

**ACTION: Another paper with more detail for the next meeting from MT.**

#### **4. Board reports on co-production and equality, diversity and human rights**

Members were asked if they could help with reviewing SCIE products from the equality, diversity and human rights report. Members were also needed to comment on and write forewords for both reports. Ju volunteered to do this.

**ACTION: MT send the list of products to all for comments and a request for people to look at. Will provide an example to keep format simple.**

#### **5. Co-production Week**

The group was updated on co-production week.

Points from the discussion:

- Laura and Sid attending NSUN/Shaping Our Lives event and will promote Co-production Week.
- There will be a pledge/manifesto room – this should link to the video box.
- The film room will have SCIE films and members can also bring films.
- The week will be announced in the SCIE bulletin.
- We will be tweeting with the hashtag #coproweek and #coproduction – may have a twitter event.

**ACTION: Steve Palmer to send some bulletin copy, 50 words or so, that everyone can start using.**

## **6. Updates and Network members' activities**

- Unconscious bias training:  
We are looking at a course for some steering group members to attend to see whether this is worth taking further with SCIE staff. Sid, Annie, June and Bilgin would be interested.
- Application forms:  
The web team needs to design this and are very busy so is taking some time. **Action: Pete will follow up due to the urgency on this.**
- Co-production Evaluation Group  
The group is meeting again in May and there will be an update at the next meeting.
- Equality Impact Assessments  
This has been agreed and will be tried out for a year on projects with budget over £30,000.

On paper 5 – the activities list - members asked for trustees to be added to the list of steering group members and for months and years to be included on all items for clarity.

## **6. Any Other Business- training with Oxfordshire County Council**

Pete talked through the project. Larry Gardiner from the network helped SCIE get this work and attended one of the sessions. It has been hard work but is going well.