



Co-Production Policy Resource Pack

Adult Social Care

This resource pack is to give you an idea of the tools and resources you may need when undertaking a Co-Production project.

This pack gives you an example of the content that could be needed however the downloadable templates can be found here:

[Co-Production Policy Resource Pack](#)

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(Example of) Checklist for Project Managers and Facilitators

Do you have

- A specific access needs budget
- A mechanism to create alternative formats of information such as translation into other languages and/or easy read
- A list of freelance personal assistants
- A list of accessible transport options including taxi services
- A way to support those with caring responsibilities such as expense payment to cover childcare or alternative carer services

Guide Prices in 2024

Cost for Payment for Involvement	£15 - £25 per hour The guidance for the cost is £15 per hour for involvement, but if leading co-production or facilitating then £20-25. It should always be above the real living wage.
Room Costings (average)	(Avg) £15 - £30 per hour
Refreshments for In Person Sessions (tea, coffee, juice, biscuits)	(Avg) £5 per person
Return Wheelchair Accessible Taxi Journey (Lockleaze to Bedminster to Lockleaze)	£50 - £70 per return journey
Personal Assistant	£15 - £25 per hour
Easy Read Translation (10 pages)	<ul style="list-style-type: none"> ● Minimum 3 week turnaround ● Price completely depends on content. More complicated then £300+
English to BSL Translation (written)	£200
BSL Interpretation	(Min) £138 per hour
Childcare costs (childminders, babysitters, nannies and day nurseries)	£8-10 per hour childminders / babysitters, £60 average per day nurseries
Payment for Involvement Platform Cost (Social Change Nest - Open Collective)	6% of total cost being held (i.e. £120 of £2000)

(Example of) Access Needs Form

- This is a form for you to complete to let us know what we need to arrange so you can take part in the project.
- This form will be kept private.
- Name of group member.
- Please tick if you need:

Information and Communication

- ┆ Plain English
- ┆ Easy Read
- ┆ BSL (Interpretation and Translation)
- ┆ Larger Print
- ┆ Braille
- ┆ No formatting (screen reader friendly)
- ┆ Translation (If ticked, please specify which language)
- ┆ Information needed ahead of session (3-5 days standard)
- ┆ Different coloured paper for printed information (If ticked, please specify which colour)

Physical environment

- ┆ Wheelchair access
- ┆ Lift and/or step free access
- ┆ Natural light
- ┆ Quiet room
- ┆ Accessible toilet
- ┆ Changing space
- ┆ Hybrid option
- ┆ If there is anything else you need which isn't mentioned, please include

Support

- ┆ Personal assistant
- ┆ Support Worker
- ┆ Support with travel to and from project sessions
- ┆ If ticked, please specify what support is needed
- ┆ Money for travel arrangements such as bus tickets
- ┆ Booking accessible taxis
- ┆ Please tick if you want us to be aware that:

Responsibilities that may affect your participation in the group

- ┆ You have childcare responsibilities
- ┆ You have caring responsibilities
- ┆ Your ability to be able to participate in the group might change day-to-day

Extra Information

- ┆ You have an entitlement in your care package for Personal Assistance
- ┆ If ticked, please select which option you would prefer ...
- ┆ You would like the project facilitator to contact your service organisation to organise arrangements on your behalf (please let the facilitator know the details)
- ┆ You will organise these arrangements yourself

Car Park

- A meeting Car Park is a tool that is used to keep meetings on track.
- When a topic arises that doesn't fit within the meeting agenda, you can use a meeting Car Park to set aside the idea to remember to discuss it later.
- A Car Park can take many forms, including a notepad, a sticky note, a presentation slide, or meeting minutes.
- What's most important is recognising when one of these ideas arises so you can park and record it to revisit later.

(Example of) Decision Making Worksheet

Proposal One - Majority Rules	Proposal Two – Consensus Decision Making	Proposal Three – Consensus and then Majority Rules
When there is a decision to be made, there is a vote.	When there is a decision to be made, all of the proposals or options are printed out and laid out.	Round 1: Follow Proposal Two's method until some proposals or options have been removed.
This could be a vote on yes or no to the idea proposed.	Everyone gets time to read the proposals or options through.	If there still isn't a consensus (i.e. a proposal or option isn't fully green) then move onto Round 2.
The facilitators will read out the proposal.	Everyone gets given red, yellow and green stickers with corresponding faces (happy, neutral, unhappy).	Round 2: Follow Proposal One's method.
A proposal is a plan or suggestion that others can then either agree or disagree with.	Red means you would not like to move forward with this proposal. Yellow means you still have some questions that you need answered from the proposal but you don't want to say no to it yet. Green means you are happy with the proposal..	
The people voting will then be asked to put their hands up for the answer 'yes' or the answer 'no'. This could be done so everyone can see or it can be done in secret.	Everyone explains why they are voting the way that they do. Everyone works through all the proposals voting this way. If there are proposals that are all red then they get removed	
Whichever answer has the most votes, wins the decision.	The group then works through this process again, with explanations for voting until some proposals are all green.	

(Example of) Definitions Pack

Adult Social Care

Adult social care provides support for people over 18. It supports them to live their lives the way they want. In Bristol City Council, Adult Social Care is a team.

Advocacy

Advocacy means getting support from another person to help you express your views and wishes, and help you stand up for your rights. Someone who helps you in this way is called your advocate.

Appreciative Inquiry

Appreciative Inquiry is where we look for what works well so that we can create more success.

BDEF

BDEF stands for Bristol Disability Equality Forum. Bristol Disability Equality Forum is an organisation led by Disabled people. They work to the Social Model of Disability and work in the Disabled people community.

Bias

A bias is when you (or someone else) supports or doesn't support something or someone in an unfair way.

BRIL

BRIL stands for Bristol Reclaiming Independent Living. They are a group of Disabled people (and non-Disabled people who support Disabled people) who work with local and national organisations to fight for the right of all people to decide how and where they live, with the support they need.

Care Quality Commission

The Care Quality Commission is part of the Department of Health and Social Care of the United Kingdom. It makes the rules for and inspects health and social care services.

Clarity

This when a person talking or information is clear and easy to understand.

Citizen

A person who is a member of a particular country and who has rights because of being born there or because of being given rights.

Committee

A committee is a group of people selected to perform, investigate, report on, or act on a particular issue.

Commissioning

Commissioning is when organisations like the Council plan, agree, fund and monitor other services.

Comprehend

To understand something.

Consensus

Consensus means a general agreement among the members of a group or community. This also is a type of decision making.

Consensus Building

Consensus building is a group that tries to meet the interests of all the people involved and get an agreement.

Consultations

A meeting or survey to discuss something or to get advice.

Contingency

This is a plan for something that might happen in the future but hasn't happened yet.

Crip Time

This is a term used by Disabled people to explain how they experience time differently to non-Disabled people. For example, to complete an activity might take longer or shorter than other people. Or that when a Disabled person is in pain, time might be experienced as being longer or shorter than when they are not in pain.

Dominate

Dominate means to have power and influence over something or someone.

DPO

DPO stands for Disabled people organisations. These are organisations that are led by Disabled people.

Equality

Equality is making sure that individuals or groups of individuals are treated fairly. This means each individual or group of people is given the same resources or opportunities.

Equity

Equity is understanding that each person has different circumstances and gives the support and opportunities needed to reach an equal result.

Facilitator

A facilitator is a person or people who makes the meetings happen. This includes planning the meetings, during the meetings and after the meetings.

Forum

A forum is a meeting where ideas and views on a particular issue can be talked about.

Governance

Governance is the process of making decisions and making sure people don't break the rules within an organisation or society.

Grief

A feeling of very great sadness, usually used to describe how someone feels when another person has died.

Hierarchy

A hierarchy is where different things or people are represented as being "above", "below", or "at the same level as" one another.

This is like when you are at school. The headteacher is "above" everyone else with the most power. The teachers are "above" the students but they don't have as much power as the headteacher. The students have the least amount of power.

Holistic

Holistic means dealing with or treating the whole of something or someone and not just a part.

ICB

ICB stands for Integrated Care Board. This is an NHS organisation which works to meet the health needs of Bristol, managing the NHS budget and arranging health services in Bristol.

IMHN

IMHN stands for Independent Mental Health Network. This group represents past, current and future users of mental health services, as well as those with lived experience of mental health.

Mayor

A mayor is a person who is elected or chosen to lead the group who works in a town or city.

Method

A way of doing something.

Methodology

The type of methods used in research.

Organisation

An organisation is a formal group which brings people together to take action around their common issues and overcome social barriers.

People Assembly

A people's assembly is a way for a group of people to discuss issues or make decisions together. It is a way to make sure that all voices are heard and valued equally, and no one person or group dominates the discussion.

Project

A project is any work that is carefully planned to reach a particular goal.

Policy

A policy is a set of ideas or plans that is used to make decisions.

Process

A process is actions or steps taken to achieve something.

Recap

To repeat or give a summary of what has already been said and decided.

Ringfenced

Sometimes is used when talking about money. In this example ringfenced money means when money is there and is only meant to be used for one thing and is protected from being used for different things.

Scope

This is where you look at what a project can do and what the opportunities are to do something.

Seldom Heard People

Replaces the term 'hard to reach people'. This means the group of people whose voices are rarely included in work.

Stakeholder

This is a person or organisation that has an interest in a piece of work and they can either change or be changed by this piece of work.

TLAP

TLAP stands for Think Local, Act Personal. They are an organisation which works with over 50 other organisations to make health and social care better for people.

Transcribing / Transcription

A transcription is the document made by copying down in writing something that you listen to, like audio tapes, an interview, or comments made during a meeting.

Unconscious Bias

This is a negative attitude, of which you aren't aware of, against a specific social group of people.

WECIL

WECIL stands for West of England Centre for Inclusive Living. WECIL is an organisation in Bristol led by Disabled people. They provide services that Disabled people can use for support.

- **Please write down any words here that are said that you don't understand in the meeting.**

(Example of) Ground Rules

Intro

- This document is the ground rules for the group.
- Ground rules are the rules that all people in the group follow when we are meeting. They can help everyone feel comfortable and be part of the meeting.
- Every member of the group agrees to follow the ground rules.
- We agree that the facilitators will make sure everyone is following the ground rules.

Talking

1. We agree that everyone in the group gets a chance to speak about each topic.
2. If someone in the group would like to speak, we agree to put our hand up to let others know.
3. If there is something you don't understand, we welcome you to say so.
4. Everyone agrees to try and not use jargon or complicated words.
5. We agree to try to speak slowly so everyone can hear what is being said.
6. Everyone agrees to take part and not to take over.
7. E.L.M.O stands for "Enough, let's move on" and can be used by all to stop discussions that aren't part of the conversation. We agree that anyone in the group can say "ELMO!" at any time to say that it is time to move on.

Questions and Answers

1. We agree to give people time to think before they answer and to answer the question.
2. We agree to ask people with lived expertise to answer first if they want to.
3. If someone doesn't want to answer the question straight away, we agree to ask them if they want us to ask them again later on.
4. We agree to be patient, careful and respect people's answers.
5. We agree that if anyone has questions but it isn't the right time to ask them, they will be written down and put in the car park. A facilitator will answer them after the meeting.

Written down information

1. We agree that all information will be shared with all members at least three days before the meeting.
2. We agree that all information will be written in easy read and/or translated into different formats if needed, such as another language.
3. We agree that no new information should be added to the meeting if it has not been shared before the meeting.
4. If information includes a picture, we agree that the picture should have a description and match the words being used in the document.
5. If alternative versions of the written down information are needed, we agree to tell the facilitators as soon as possible.

Meeting Room

1. Where possible, we will have only natural light in the room.
2. Where possible, the room will be set up so everyone can see each other easily.
3. People should be able to move around the room easily. This means both people walking and wheelchair users.

Other

1. This is a confidential space, where people can choose to share personal experiences. We agree to not discuss people's personal experiences with others.
2. We are not all going to agree but we agree to respect others' views and hopes.
3. We agree that individuals should not be singled out. Any criticism must be general and specific issues can be talked through with the facilitators separately.
4. We agree not to use racist, sexist, homophobic, Disablist, ageist or any language that discriminates against someone.
5. We agree that we will always have a person in the meeting whose role is supporting with Makaton.
6. As a group we accept that we are all experts and everyone's knowledge is equally important.

Decision Making

1. Where there is a decision being made, the group will firstly use 'Consensus Decision Making (-1)' to start with and will then move to a majority rules approach.
2. This move will happen when everyone has had their opportunity to talk through why they have voted the way they have.
3. This process can change if the group feels it isn't working. There will be check ins to check it is still working.

(Example of) Process and Content

- Process is the 'how' of things, and content is the 'what' of things.
- There is a need to have ringfenced time within sessions to discuss any barriers or issues that project members might be facing.
- Below is an explanation of what both process and content are. should be used with this policy being referred to and factored into any decision.

Content versus Process

Content - What

- Task(s)
- Subject(s) for discussion
- Problem(s) being solved
- Decision(s) made
- Agenda items
- Goals and objectives

Process - How

- Methods
- How relations are maintained
- Tools being used
- Rules or norms set
- Group dynamics
- Climate

