



Hammersmith and Fulham Co-production Implementation Group

Terms of Reference



Co-production: Co-production (working together) means that Disabled **residents** and decision makers are working together in an active way to plan, design and review policy and services that affect our lives, to get rid of the barriers we face.

Residents: here this means people that live in Hammersmith and Fulham.

Terms of reference: this is a document which tells you what the group is there to do and how it works.

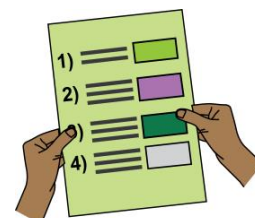
Contents: what is in this document

1. The Vision of the Group

Vision: this is the big picture of what the Group is here to do and the values that the group uses in the way that it works.



2. The aims of the Group



3. Membership



4. The role of members

5. What happens when members do not come to meetings



6. Support and accessibility



7. Meetings

8. Making decisions

9. Meeting papers



10. Confidentiality

Confidentiality: this means keeping information private.





11. Conflicts of interest

Conflict of interest: this is where a person has two or more roles or jobs. Some decisions or parts of the jobs that a person has might go against each other. It can mean that if a person needs to make a decision, they may need to take sides with one of their roles.

1. The Vision of the Group

The vision of Hammersmith & Fulham Disabled People's Commission was that a new way of doing things would be put in place. This way of doing things would mean Disabled residents, Councillors, officers and other organisations in the borough working together.



We will work together to build a culture that values and respects the rights of Disabled people living in Hammersmith & Fulham. Where "Nothing About Disabled People Without Disabled People" is at the heart of decision making in this **unique** and **diverse** borough.



Unique: this means different or one of a kind.

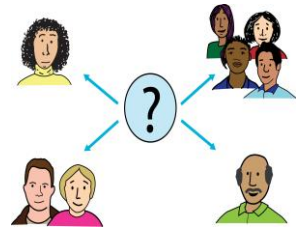
Diverse: this means lots of different people with different backgrounds and experiences.

The Group will push forward the big picture co-production work. The Group will be in charge of making sure the aims and **recommendations** that came out of the Disabled People's Commission Report are carried out.



Recommendations: these are things that the Disabled People's Commission think should happen to make the lives of Disabled people in Hammersmith and Fulham better.

This report was agreed by the **Cabinet** on 4th December 2017. The Hammersmith and Fulham Co-production Implementation Group will be the way that we bring the community and the council together.



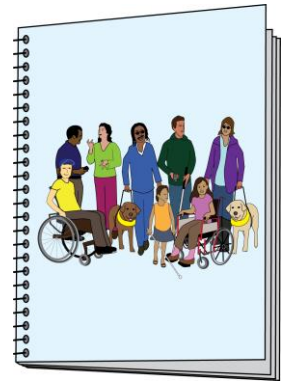
Cabinet: this is a group made up of leaders in the council who make decisions about anything that affects the people and communities that live and work in Hammersmith and Fulham. It also makes decisions about how money is spent on services.

The definition of Co-production we use (December 2017) is:

“Co-production (working together) means that Disabled residents and decision makers are working together in an active way to plan, design and review policy and services that affect our lives, to get rid of the barriers we face.”



The group will use a **Social Model of Disability** way of working. It agrees to work in a way that is inclusive and accessible. **The UN Convention on the Rights of Persons with Disabilities** will guide how the Group does its work. It will guide how the group puts the recommendations into place.



Social Model of Disability: This is when Disabled people are seen as people with impairments / health conditions who are 'disabled' by the barriers in society. These barriers discriminate against Disabled people and push us out of society. It is the way society is run and organised that is the problem, not the Disabled person.

For more information about the Social Model of Disability go to:

[The Social Model of Disability | Inclusion London](#)

The UN Convention on the Rights of Persons with Disabilities: this is an international agreement that the government signed up to, to bring about the full rights of Disabled people in the UK.

2. The Aims of the Group

1. To give energy, leadership and **strategic development** to make sure that all the 8 recommendations of the Disabled Peoples Commission report are put into place.



Strategic development: this means planning and moving forward in a big picture way with the 8 recommendations made by the Disabled People's Commission.

2. To make sure that the **priority areas** of work coming from the Disabled People's Commission's work are finished.



Priority areas: this means the most important areas of work.

3. To push for a culture of Co-production that means that all residents can work together with the Council, in a true and equal way. This is to make Hammersmith & Fulham a borough that values and respects the equality and diversity of all its residents.



3. Membership

The Membership of the group is made up of:

- No more than 8 – 10 members that will be made up of:

- **2 Strategic Directors**

Strategic Directors: these are the leaders or managers of different areas of work.



- Up to 5 Disabled residents. This is a paid role and they must agree to work with the Group for at least 12 months



- Up to 4 Councillors and/or Cabinet members



- 2 Co-chairs – this should be 1 resident and 1 Councillor.



The councillor should be the **Cabinet member for Public Services Reform.**

These two people are the public faces of the group. However, the chairing of meetings will change between all members

Cabinet member for Public Services Reform: this is the person in the council that is in charge of changing public services to meet the needs of the people it works with.



- 1 full time **Strategic Lead** on Co-production officer



Strategic Lead: this means the person that leads a piece of work, sets long term goals and plans how to meet those goals.

Membership of the group will be reviewed each year. This is to make sure that the Group has the skills needed to carry out the work. The first review is in April 2020.



4. Role of members

- When a member is at another meeting for the Group, they must only say what has been agreed by the group and not personal views.
- If members cannot come to **pre-meetings**, then any issues they want to be talked about should be sent to the strategic lead on Co-production before **pre-meetings**.



Pre-meetings: these are meetings that happen before the actual Group meeting in order to plan and prepare for the meeting.

- As a rule, any issues about a person should not be talked about during meetings.



- Members should read all papers sent to them before meetings. This will help the Co-chairs keep to the agenda, as there is usually a lot to get through and keeping to the time for each area is already hard.



5. What happens when members do not come to meetings

When a member joins the group, members will be asked about any support they may need if they cannot come to meetings or Group activities.



If a member has not come to two meetings in a row, a meeting or phone call will be organised.



In this phone call or meeting the person will be asked about any extra support that they may need to come to meetings. We will also work to plan how we can support the person to come to meetings. If this is not possible, then together we will decide about whether a person should leave their role in the Group. This could be leaving for a short time or leaving **permanently**.



Permanently: here this means leaving the Group for good.

6. Support and accessibility

The Group will have the chance to learn new things and skills that they need to work as equals in the work of the group.



Some members may also have access needs or other support needs so that they can take part. These access needs will be supported by Council officers. Council officers should be told of any access needs in enough time before any meetings.



7. Meetings

- The Group will have up to 10 meetings each year. The dates of meetings will be agreed by the Co-chairs, who will then tell all members.
- The Group will be co-chaired by a Councillor member and a Disabled Resident member.
- The Group **administration** is managed by the Strategic Lead of Co-production. This is based in the Public Services Reform Department at London Borough of Hammersmith & Fulham.

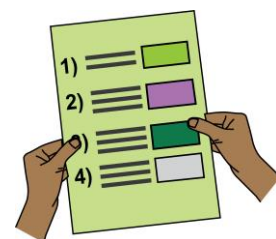


Administration: this is work that is to do with the day to day running of the Group.

- All meetings will happen in places that are accessible to all group members.



- The meetings will be arranged by the Strategic Lead on Co-production.
- Co-chairs should try to have a pre-meeting with the Strategic Lead on Co-production to prepare for the Group meetings.
- To make sure that meetings are inclusive and accessible, a 'Making Meetings Inclusive' list has been written – this can be found at the end of this document in the 'Appendices' section.
- **Observers** may be invited or can ask to come to a meeting. This will happen when it is agreed by the Co-chairs. **Observers** will normally not be allowed to be a part of **formal business** of the meeting. This will only happen when a Co-Chair asks for this to happen.



Observers: these are people that come and watch the meeting take place, but do not take part in the meeting.

Formal business: here this means talks and decision making parts of the meeting.

8. Making Decisions

To decide on issues talked about at the group, half of the group members, plus one member, must be at the meeting. Where possible, decisions should be made by **consensus**. Where not everyone can agree, the final decision should be made together by the co-chairs.



Consensus: this means where everyone agrees.

9. Meeting papers

Papers will be sent out, in the formats that people need, at least 5 **working days** before the Group meeting.



Working days: this means days from Monday to Friday.

Agenda, minutes, and meeting papers (and presentations) will be sent out to all in line with the way that has been agreed.

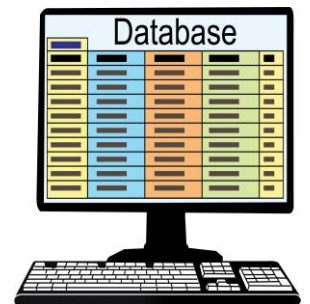


10. Confidentiality

Group meetings are not open to the public. However, agendas, minutes and papers may be sent around to people outside of the Group membership.



The Strategic Lead of Co-production will keep a **confidential database** of members contact and access information. The Strategic Lead of Co-production will make sure that they meet the **General Data Protection Regulations**. All members of the group to be asked whether they agree to having their contact details shared with the Strategic Lead on Co-production.

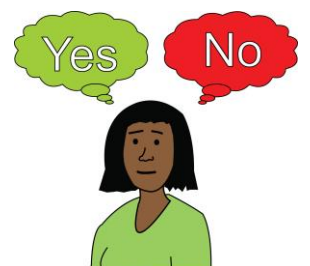


Confidential database: this is private information held on the computer.

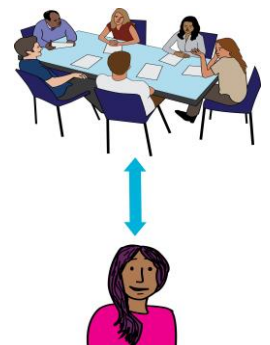
General Data Protection Regulation: these are rules about how people's information is used and kept safe.

11. Conflicts of interest

Members of the group will be responsible for letting the Co-chairs know if they are a part of anything which might affect any decision made by the group.



The Co-chairs may ask any member to leave for any part of the meeting where that member has a conflict of interest.



12. Terms of Reference review

The Terms of Reference will be reviewed every year. When this is done, the membership of the Group and the chairing arrangements will be reviewed. The next review will be in April 2020.

