

Co-production Charter: How we'll work together in Halton



This Charter was co-produced with local people with lived experience who worked with health and social care staff over a series of workshops. The Charter lays out our discussions: what we mean by co-production or working together, what ingredients and behaviours are needed to make this work well and what meetings should look like to make sure everyone is heard, included and rewarded for their time.

We want to create a group of people with different voices that identifies gaps in services, thinks about what we need to do, makes decisions together, learns about co-production and creates better services across One Halton.

? Why have a Charter?

It acts a reminder of what we are trying to achieve, what our roles are, what we said we would do and can help to check how things are going, this is sometimes called accountability.

👥 What we mean by co-production

We prefer words like **working together** or **collaboration**. It means being listened to and everyone's opinion being valued equally. It involves making the opportunity to speak up happen in a way that works for the person: making adjustments like accessible venues, thinking about who's there and using plain English all make meetings open to everyone. We don't always need traditional meetings, creating new ways and opportunities to have a say and trying to have fun is important. Everyone should understand what their role is and what the purpose of meetings is. People want to be involved in deciding priorities and how money is spent

together. Being kept updated on agreed actions with feedback on progress supports good co-production.

📅 Making meetings accessible

We will have meetings in person, in places that are good for people as well as online. We will be clear about people's roles and ask what support they need to take part. We'll offer information in different ways recognising people have different preferences. We will use simple language and explain difficult ideas.

★ Values

We will be respectful, kind and work in an accessible way. We will be honest but gentle. We will be flexible in how we work and considerate, remembering people work at different paces.

We like the term 'working together', this means creating time and space to express ourselves – negative or positive. It's important to work together to get better.

We'll remember it's not facts and figures, it's about people.





Behaviours

We'll listen and be keen to find solutions. We'll be open to new ideas and prepared to be creative and do things differently. We will have healthy boundaries and be clear and honest about what we can and can't do - we won't create false promises but we will do the things we commit to.

Diversity and who needs to be involved

We would like as many different voices as possible to be involved: people living alone, in supported housing, on secure wards and people working in commissioning, housing, education, service managers and staff in health and social care settings like nurses or Occupational Therapists, faith groups and the voluntary sector including carers and self-advocacy groups like Halton Speak Out.

Equality

No discrimination or treating people differently, in a negative way because of things like disability, their race or gender. We'll recognise everyone brings different experiences and points of view because of their experiences. It's ok to disagree but we'll respect each other and won't judge anyone.

How we will have conversations and keeping in touch

We'll keep notes and let people know what was said with actions and timelines. We'll give feedback about actions we have taken and where they have not been followed up, we will explain why. People can have a say in what gets discussed at meetings.

How we will continue meeting and making plans together

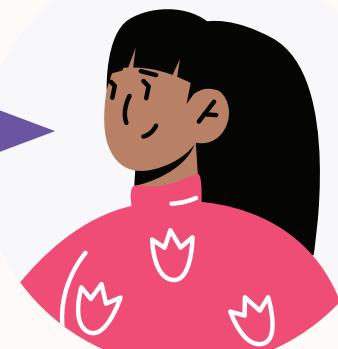
We will think about how to build on our workshops by developing the suggested structure for future co-production groups and how they'll work together and decide the priorities for future meetings. We'll find ways to resource co-production. We'll think about how to develop the role of **Co-production Champion** in each partner organisation. The role could include: leading co-production projects, supporting others who want to co-produce, meeting with other Champions to share learning about what's working/ not working and discussing how barriers can be overcome.

Learning as we go

To help evaluate co-production we'll use a Co-production Checklist after each meeting or activity:

1. What did we achieve or get done? / The meeting had purpose and the actions from it will make a difference
2. What are the outcomes from the meeting or session? Was the meeting worthwhile for everyone? What joint decisions were made?
3. How did it feel to be part of the meeting or session? Was everyone welcomed, included, and valued?
4. Were we inclusive, did we respect everyone and the importance of their part in the work?
5. Was the meeting/session accessible for everyone?
6. Was everyone clear about/offered payment or thanks in some other way?
7. What do we need to change for next time?

We want strategic conversations together – planning big decisions like how money is being spent and creating better services.



Suggested One Halton co-production structure

