**TERMS OF REFERENCE**

**Co-Production Network**

**Document Control**

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| --- | --- | --- | --- | --- |
| **Version** | **Status** | **Date** | **Issued/amended by** | **Summary of Changes** |
| V1.0 | Under review | Aug 2016 | Nick Dent & Pam Wooding | New Document |
| V1.1 | Pending Approval by Co-Prod Net | Feb 2017 | Nick Dent & Pam Wooding | Amendments made in response to feedback from Co-Prod Net |
| V1.2 | Approved by Co-Prod Net | Mar 2017 | KMPT Co-Production Network | Amendment made to 2.1 at Network mtg Mar 2017 |
| V1.3 | Approved by Co-production network | December 2019 | KMPT Co-Production Network | Amendment made to 2.5; 3 |

**Review**

|  |  |  |
| --- | --- | --- |
| **Version** | **Status** | **Date** |
| V1.3 | Approved | Dec 2019 |

1. **PURPOSE OF THE GROUP**
   1. To ensure KMPT is committed to positive and progressive co-production activities in service design, improvement, monitoring and delivery.
   2. To ensure service users, carers, staff and third sector organisations are effectively engaged in co-production activities and their contribution is equally valued.
   3. To build & maintain network of associated parties to initiate and undertake co-production activities.
   4. To ensure innovative practice and learning from Co-Production activities.
   5. To provide formal assurance to the Trust Board by providing reports to KMPT Governance Meetings.
   6. To be responsible for oversight and monitoring of agreed co-production projects
2. **Responsibilities & DUTIES**
   1. To oversee and coordinate trust wide coproduction activity linking in with projects and strategy development as appropriate.
   2. To receive and consider, as appropriate, minutes, reports and action plans from reporting sub-groups and individual service lines in relation to co-production activities.
   3. To ensure robust mechanisms are in place to review and monitor the effectiveness and quality of co-production activities. Ensuring actions are taken to maintain and enhance effective co-productive practice and address issues of poor co-productive performance.
   4. To create, organise and evaluate co-productive events and activities in response to identified service issues/questions.
   5. To provide reports to the Trust Wide Patient & Carer Experience Group on co-productive activities we oversee.
   6. To ensure service users and carers are appropriately recognized and valued for their contribution, including named reporting & reimbursement of travel expenses.
   7. To provide reports on outcomes to all those involved in specific co-productive activities.
   8. To negotiate and manage agreed budget to undertake activities.
3. **MEMBERSHIP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chairs: | Representatives from | KMPT Board Representative | KMPT staff members to include | Third Sector |
| Co-Chairs will be appointed from the membership (1 KMPT and 1 Non-KMPT) | Experts by Experience Research Group  Individual Service Users and Carers  Service User Forums  Carer Forums |  | Frontline Staff  Administrators  Patient Experience Manager  Recovery Practice Lead  Communication  Peer Support  Service Line Representatives | Representatives of organizations providing support to people with Mental Health support needs and their carers. |

**4** **QUORUM**

4.1 The group will be quorate when 6 members, excluding the chair, are present.

**5 FREQUENCY OF MEETINGS**

5.1 Meetings will be held quarterly.

5.2 Sub Groups will arrange meetings to suit needs.

**6 MINUTES OF MEETINGS**

6.1 Minutes of meetings will be produced and circulated to the membership. Formal reports from the group will be sent to appropriate groups for consideration and action as required.

**7 GROUP STRUCTURE**

See Appendix 1.

**8 ACCOUNTABILITY AND MONITORING**

8.1 Accountability and monitoring of the effectiveness of the group will be via the output and reporting of co-productive activity.

8.2 Activity will be reported to TWPCEG

**9 REVIEW OF TERMS OF REFERENCE**

To be reviewed annually

**Appendix 1 – Group Structure**