

Redcar & Cleveland Voices for Real Change

Terms of Reference

About the group

Redcar & Cleveland Voices for Real Change brings together people with lived experience of adult social care and people who work in adult social care. We are committed to strengthening Redcar & Cleveland Borough Council Adult Social Care co-production practice.

Purpose and duties

The group helps to support and develop co-production in adult social care. We work alongside staff to:

- Oversee co-production activities.
- Contribute to projects.
- Make sure our shared vision for co-production is followed.
- Hold projects to account against the principles we agreed together.

How we work

Our co-created definition of co-production summarises how this group works:

Definition: Co-production is working together, with respect as a team, listening to and learning from everyone's knowledge and experiences to improve.

Our co-created vision for co-production summarises the ambitions of this group:

Vision: Co-production is at the heart of what we do. Open, inclusive and people are treated equally. Every contribution shapes real change to build stronger communities.

Our co-created principles for co-production summarises how we work together:

Achievable: We agree on what we're aiming for, what's doable, so we can work well together and make it happen.

Positive: We build and maintain positive relationships based on mutual respect and trust, focusing on what matters

Open: We are open and honest about decisions, expectations, limits and how things will work, and we communicate clearly.

Collaborative: We work together including different views, experiences and backgrounds, making sure everyone has the chance to be involved in a way that suits them.

What we expect from members

- Attend meetings or let the group know if we can't
- Respect each other's views and know we won't always agree
- Know that everyone's contribution is important
- Ask if we need help
- Be open and honest
- Work together and support each other
- Make decisions and take action on time

What support members get

- Support from Nikki, Laura and Dom (Redcar and Cleveland Borough Council).
- Everyone's needs and requirements are taken into account
- Information that is complete and correct, given on time
- Enough time to make key decisions
- Training needs are considered
- Everyone's time and contribution is valued

Authority and accountability

The group includes staff from Redcar & Cleveland Adult Social Care and Public Health department, partners, and the public. It does not have shared authority. Each organisation keeps its own accountability and reporting.

Membership

At least one third of members should be members of the public. Specialist guests may be invited when needed.

Meetings

- The role of Chair will rotate, supported by Nikki and Laura (Redcar and Cleveland Borough Council).
- Decisions will be made by consensus (everyone agrees or can accept the decision). If this isn't possible, a majority vote will decide.
- Meetings will be monthly for two hours at Redcar & Cleveland Civic Centre. In person is preferred, but MS Teams will be available if needed
- Extra meetings can be arranged if required
- Location of meetings can be amended if required
- Agendas will be sent one week before the meeting. Members can choose how they receive information (email, post, etc.).
- Meeting support will be provided by Nikki, Laura and Dom (Redcar and Cleveland Borough Council), this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and information
 - booking meeting venue
 - ensuring refreshments are available.

Ground rules

- Meetings are confidential. Personal information stays in the meeting.
- Be respectful, and use positive language
- Encourage everyone to take part as fully as possible.
- Welcome and value all questions.

Term

This Terms of Reference is effective from 9th December 2025 and continues until the group agrees to change or end it

Changes

Any changes to this document will be agreed by the group and shared with all members.