



What we will do to involve our members

A guide to what Regional Partnership Boards will do to involve members



This document was written by the **Welsh Government**. It is an easy read version of '**Regional Partnership Boards service user, carer, third sector and provider members – Charter**'.

How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what all the words in blue mean on **page 11**.



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Welsh Government

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Introduction

In Wales there are 7 **Regional Partnerships**.

These are health services, local councils and some other organisations working together in areas of Wales.

Each of these **Regional Partnerships** is run by a group called a **Regional Partnership Board**.

They make decisions about the health and social services for their area.

We will call them the **RPBs** for short.

The **RPBs** must also have members from these groups:

- people who use services
- carers
- third sector organisations. This means charities and some other organisations.
- organisations that provide care and support.

We will call these groups the **Wider Members** for short.



This guide is also known as a **Charter**.



It is a list of what **RPBs** need to do to make sure the **Wider Members** can get involved in their work.



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Welsh Government has been told that these members find it hard to take part in **RPB** meetings.



They need extra help to understand what is going on.



And they need help to have a say on things that are important to them.



This Charter is a list of what Welsh Government want the **RPBs** to do to help the **Wider Members**. It wants all of the **RPBs** to follow the Charter.

The Charter

The **RPBs** must do the following things:

Co-production



Co-production means people who use services working in partnership with professionals to develop the services they need.

This means that all the **RPB** members are equal. And have an equal say on all decisions.

- Make sure **co-production** happens at all levels of the regional partnership's work.



- Provide training so that all **RPB** members understand **co-production**.

Recruitment



- Make sure everyone knows what they need to do on the **RPB** by giving them clear role descriptions.



- Make sure there are clear and **accessible** ways of advertising and taking on members of the board.

Accessible means making sure all people can understand or use something. For example, making an advert Easy Read.

Board meetings



- Make chances for **Wider Members** to have a say about things that need to be discussed at meetings.



- Make sure meeting notes are easy to use and are **accessible**.



- Give out meeting papers in good time and a chance for **Wider Members** on the board to think about them and ask questions.



- Make sure everyone feels equal and included.
- The chair must make sure the meeting runs smoothly and everyone is included.

Support



Give support and training to the **Wider Members**.



- Make sure there are chances for the chair to get to know **Wider Members**. And find out what their skills are.



Arrange for the **Wider Members** to meet with the board chair at least twice a year on a one-to-one basis. To check how the work is going.



- Make sure there are chances for the **Wider Members** to have a say about how things are going.



- Offer the support of a support worker to the **Wider Members** who need it.



- Make sure **Wider Members** know how to make a complaint.



- Make it easier for all members of the **RPB** to talk and work together well.

Reporting and review



- Make sure the **Wider Members** can have a say about their experience on it. And get involved with the annual report.



- Check this work every year. And make any changes that are needed.

Hard words

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