

Role of a Making It Real Board Co-Chair:

Who are the Making It Real Board co-chairs 2024-2026?



Sarah Roberts, Expert by experience Co-Chair



Councillor Paul Watling, Council Cabinet Member
with responsibility for Social Care Co-Chair

The Making It Real Board Co-chairs are:

- Residents of the borough of Telford & Wrekin.
- People who are passionate about and interested in all aspects of Adult Social Care.
- People willing to work together to achieve an outcome/aim related to Adult Social Care.
- People who actively listen to and learn about the experiences of others from across Adult Social Care services.
- People who respect and support Equality, Diversity, Inclusion as well as supporting each other's voices to be heard.
- People who engage, empower and motivate others to get involved.

Created: November 2024

What is the Co-Chairs role:

- To set the agenda for each meeting in the agenda prep meetings. The agenda is a plan of what will be discussed at the meeting and in what order.
- Rotate and manage the chairing role for each meeting.
- Welcome members to the meeting, start the meeting at the appropriate time.
- Introduce each agenda item and its purpose, request contributions and encourage participation from board members.
- Ensure the meeting keeps to time and formally call the meeting to a close.
- Ensure fairness and equality at the meetings.
- Ensure all members have the opportunity to have their voices heard.

What we expect from the co-chairs:

- To sign up to the Terms of Reference.
- To read any reports and papers prior to the meetings.
- Maintain confidentiality.
- Where appropriate share own stories and experiences.
- Be a voice of the community.
- Support and champion co-production related activities and events.
- Encourage others to get involved, express their interest in co-production activity and partnership boards/groups.
- Commit to attend the Making It Real Board meetings for a set period of 2 years.
- Commit to attend the Making It Real Board Agenda Preparation meetings for a set period of 2 years.
- Confirmation of attendance or sending apologies if unable to attend for board meetings.
- Commitment to be involved in the co-production of an annual Adult Social Care Local Account.
- Use the Making it Real “I/we” statements to check that services are meeting people’s needs.
- Use feedback from people using services to recommend improvements.

What we don't expect from the expert by experience co-chair:

- To hold a full knowledge of Adult Social Care services and functions.
- To breach confidentiality, for example, sharing/disclosing confidential, personal information or experiences of board members with others outside of the Making It Real Board meetings.
- Sharing board meeting details and full minutes – to safeguard members. Public information about and from the meetings will be shared on: www.telford.gov.uk/mir

What we can offer the expert by experience co-chair:

- Full training and support in your role as per the Co-Production Framework using the Ollie training (online learning through Telford and Wrekin Council).
- Involvement in communications and promotional opportunities that arise.
- Opportunities to get involved in co-production activities including task and finish groups.
- Volunteering opportunities to personally develop further.
- Support, advice and guidance related to being a Making It Real Board member from Co-Production Lead and Officers.

What's in it for you?

- Making a difference.
- Developing new skills and network of new friends.
- Access to training.
- Being involved in and seeing Adult Social Care related improvements and developments.
- Increased confidence and self-esteem.