

Reference Group Terms of Reference

Background

The Scottish Co-production Network is currently being supported by the Scottish Government Joint Improvement Team to develop its activities in 2012-13 with the appointment of a part-time dedicated post. Until April 2012, the network was co-facilitated and chaired by NHS Tayside and SCDC on a voluntary basis. It came into being as a result of the contact established between the New Economics Foundation (nef), SCDC and NHS Tayside as part of the Meeting the Shared Challenge programme. The Scottish Co-production Network responds to the growing interest in Co-production across several sectors in Scotland.

The network currently has an email contact list of approximately 70 and an online forum hosted by NESTA/nef has approximately 30 members <http://www.coproductionnetwork.com/group/scotland>. Since April 2012 a new registration process has been set up which currently has 48 people registered and is continuing to grow. Membership will be coordinated through the newly created dedicated website and online forum.

As interest in co-production and application of its methodologies begins to take root in Scotland, the Scottish Co-production Network provides an important locus and forum for the sharing of learning and the exchange of practice on co-production, which will assist in driving forward the emerging policy agenda on delivering public services differently.

Attached is a summary of the key tasks associated with the support role as agreed and funded by the Joint Improvement Team at Scottish Government in March 2012.

Terms of Reference

The key tasks will be carried out by the Network Co-ordinator who will develop the activity of the network in response to consultation with network members, Chairs and reference group.

The reference group will have direct representation from the Scottish Government Joint Improvement Team and will continue to be co-chaired by SCDC and NHS Tayside who will have overall responsibility for;

1. Leading the reference group's role in giving firm strategic direction to the development of the Scottish Co-production Network, defining goals, setting targets and evaluating performance against agreed targets

2. Safeguarding the reputation of the Scottish Co-production Network
3. Ensuring the effective and efficient administration and financial reporting of the Scottish Co-production Network.

Role of the Reference Group

The role of the reference group members will be to oversee the strategic direction of the network through:

- Advising on the development of the network's activities to ensure that they best reflect the membership.
- Advising of appropriate national and local policy developments or associated activity relating to co-production that may be of interest to the network.
- Facilitating the promotion of the network and its learning through local and national channels in order to widen and expand the impact of the network.
- Engaging in discussion around the sustainability of the network and the development of co-production activity across Scotland.

Timing and frequency of meetings

It is proposed that the majority of activity of the reference group is carried out on a virtual basis with communication via email and meetings using teleconferencing where possible. It may be appropriate for the group to meet in which case locations and timings that are mutually convenient will be facilitated by the Network Co-ordinator.

Secretariat

This will be provided by the Network Coordinator.

Contacts

Network Coordinator: Olivia Hanley, Development Manager, SCDC
olivia@scdc.org.uk tel: 0141 222 4839

Chairs:

Fiona Garven, Director, SCDC fiona@scdc.org.uk, tel: 0141 248 1924

Catriona Ness, Organisational Development Consultant, NHS Tayside,
catriona.ness@nhs.net, tel: 01382 632031