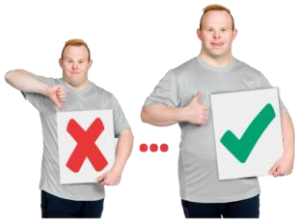




Welcome



Welcome! The Co-Chair plays an important role in **Cwm Taf Morgannwg Regional Partnership.**



The Co-Chair supports a group that makes health and social care better for **people with learning disabilities.**



The Co-Chair helps people across **Bridgend, Rhondda Cynon Taf** and **Merthyr Tydfil** counties.



Who are we looking for to be Co-Chair?



You must be an **adult with a learning disability** living in Bridgend, Rhondda Cynon Taf or Merthyr Tydfil counties



You must have experience of being supported by **health and social care** services.



You must have an organisation who is willing to **employ** and **support** you to be the Co-Chair.



You should be a good **self-advocate**. This means you are confident to speak up about important issues in your community.



You should be **respectful** and consider other people's needs and views.



You should know about **issues** that are important to other people with learning disabilities.



You should be **dedicated** and want to be the Chair.



What is the Learning Disability Steering Group?



You will be the Co-Chair of the **Learning Disability Steering Group.**

This group is part of the Regional Partnership's **Learning Disability Programme.**



The steering group decides **what work is important** to help people with learning disabilities in our region.



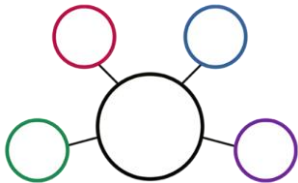
The steering group tells people **what work** they need to do and makes sure it gets **done.**



The steering group meets **every 2 months.**



The steering group usually meets **online** over Microsoft Teams, but we try to meet **face-to-face** once a year.



The steering group manages other groups called **workstreams.**



Workstreams improve different parts of people's lives, like their **home, health** and **community.**



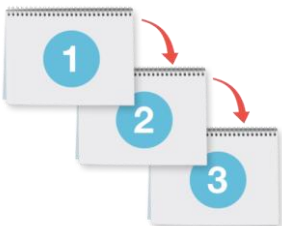
What does the Co-Chair do?



As Co-Chair, you are a **leader**.
A leader **inspires** people and helps people **achieve goals**.



Your job is to help **lead** the steering group and make sure it **runs well**.



There are **3 parts** to running the steering group well:

- 1. Preparing for the meeting**
- 2. Chairing the meeting**
- 3. Following-up after the meeting**



Preparing for meetings



You will need to work with the Chair and learning disability programme manager to **prepare** and **practice** before each steering group meeting.



The Chair and programme manager makes sure you have the **right information** to **ask questions** and **make decisions** during meetings.



You will also need to write an **agenda** for each steering group meeting. An agenda tells everyone **what will be discussed** in the meeting.



Chairing meetings



Once you are prepared, you will help **lead** the steering group meeting. The Chair, programme manager and support staff will be there to help you.



During the meeting, you need to make sure everyone is **treated well**, **listened to**, and can **have their say**.



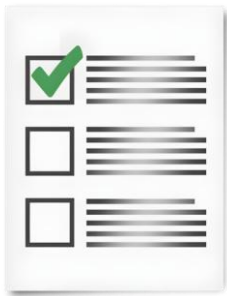
You will need to **listen carefully**, help everyone **make decisions**, and make sure everyone **follows the agenda**.



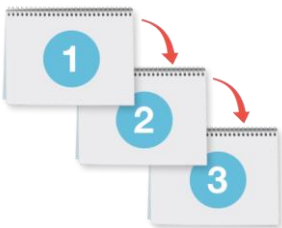
Follow-up after meetings



After the meeting, the Chair, programme manager and your support staff will help you **understand** everything that was **said** and **agreed**.



Sometimes, **actions** are agreed at steering group meetings, and there may be **extra work** for you to do before the next meeting.



The programme manager and your support staff will help you **do your actions** and **organise planning time** for the next steering group meeting.



Your Support



You will get **lots of support** to help you do your job well.



You will be employed and supported by your organisation who will help you **communicate** and **understand**.



The **Learning Disability Programme Manager** will also help you to **understand** and **prepare** for meetings.



Your Wages



You will need to work at least **2 hours per week.**



Your organisation will set your **wages** and make sure you are paid.



How do I apply to be the Co-Chair?



If you would like to be the Chair, you need to complete an **Expression of Interest** form.



An Expression of Interest tells us about **you**, your **skills** and **why** you want to be the Co-Chair.



For more information, you can find an Expression of Interest form attached to the **back** of this document.