

Service Specification – Hosting and Support for Co-Chair with Lived Experience

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| Commissioner: | Cwm Taf Morgannwg Regional Partnership Board |
| Programme Area: | Learning Disability |
| Key contact: | Adam Kurowski Wakeford – Learning Disability Programme Manager, Cwm Taf Morgannwg Regional Partnership |

1. Document purpose

This document sets out what it means to host and support the Learning Disability Steering Group Co-Chair. It describes roles, support principles and the expected level of support.

Its purpose is to give potential host organisations a clear understanding of what is involved before any decisions are made about appointment and funding.

This document is **not** a funding or legal agreement. Formal funding arrangements will be agreed separately with the appointed host organisation.

Accessibility: An Easy Read version of key information will be made available if needed.

2. Introduction and context

The Learning Disability Steering Group (LDSG) supports the Cwm Taf Morgannwg Regional Partnership (CTMRP) to improve health and social care services for people with learning disabilities and bring in regional funding to support service development.

The LDSG is co-chaired by a person with lived experience of learning disability. This role is key to ensuring that decisions are shaped by real experiences and reflect what matters to people with learning disabilities.

The Regional Partnership Board is seeking to fund a suitable host organisation to **employ and support the LDSG Co-Chair**, enabling them to carry out this leadership role confidently, safely, and effectively.

3. The Co-Chair role

The LDSG Co-Chair:

- Co-chairs Learning Disability Steering Group meetings
- Helps bring lived experience into regional discussions and decision-making
- Works with partners across health, social care, and the third sector
- Plays a visible and valued leadership role within the region

The Co-Chair is not a representative of any organisation (including the host). Their role is to contribute lived experience and insight to support better decisions.

The Host's support will **enable** the Co-Chair's voice and leadership but not influence or direct it.

4. What the host organisation will do

The host organisation will:

- Employ the Co-Chair and provide appropriate HR, payroll, and insurance arrangements
- Provide person-centred support tailored to the Co-Chair's individual needs, including regular supervision
- Support the Co-Chair before, during, and after LDSG meetings
- Help ensure information is accessible and understandable (for example, easy-read materials or pre-meeting discussions)
- Support communication, confidence, and participation in meetings
- Support the Co-Chair to understand and follow up on agreed actions (their own and others' actions)
- Provide ongoing wellbeing and safeguarding support to the Chair
- Work respectfully and collaboratively with LDSG members and partners

5. Support principles

Support for the Co-Chair will be:

- **Tailored** – based on the Co-Chair’s needs, preferences, and strengths
- **Flexible** – recognising that support needs may change over time
- **Enabling** –building confidence, understanding, and independence
- **Person-led** – guided by what works best for the Co-Chair

The aim is for the Co-Chair to feel **safe, respected, confident** and **supported** to participate fully in their role.

6. Working relationships and boundaries

The host organisation will support the Co-Chair as an **employee** and as an **individual**. Other roles in the Regional Partnership space will also support the Co-Chair and the host organisation.

Key Partners

Key partners the Co-Chair and host organisation will work with include:

| Role | Description |
|---|--|
| LDSG Chair (aka “the Chair”) | The Chair works with the Co-Chair to lead LDSG meetings and drive the work forward. The Chair helps structure meetings so that discussions lead to results. They do this in partnership with the Co-Chair and ensure that the Co-Chair’s lived experience influences the LDSG’s work. |
| LD Programme Manager | The Learning Disability Programme Manager coordinates the work of the LDSG with the wider LD Programme and Regional Partnership work. See Appendix A for differences in support. |
| Communication (comms) and Engagement Manager | The Comms and Engagement Manager ensures messaging about the work of the Regional Partnership is clear and consistent. The role supports engagement between partners, public relations and branding. Whenever the Co-Chair wants to promote their work publicly, they will work with the Comms and Engagement Manager. |

Boundaries

The host organisation does **not**:

- make decisions on behalf of the LDSG or the Co-Chair
- represent statutory organisations or operational services
- direct or control the Co-Chair's views or contributions

7. Safeguarding, equality and respect

The host organisation **must**:

- Have appropriate safeguarding policies and procedures in place
- Provide proactive support for wellbeing and emotional safety
- Make reasonable adjustments to support participation and inclusion
- Treat the Co-Chair with dignity, respect, and professionalism

Support should reflect the values of **co-production, inclusion, and empowerment**.

8. Funding

Contract value

The host organisation's cost breakdown, provided in their Expression of Interest, serves as the basis for contract value negotiations. After reaching an agreement, this amount will be documented in a formal funding contract.

Each quarter, the host organisation will submit an invoice in advance for the upcoming period.

The initial contract duration is 12 months, with the possibility of an additional 12 months upon successful review.

9. Monitoring

The purpose of monitoring and review is to make sure the Co-Chair is being well supported and that the hosting arrangement is working as intended. Monitoring will focus on **quality of support and wellbeing**.

Meetings

The LD Programme Manager will hold two quarterly monitoring discussions: one with the Co-Chair and one with the Host. This will be in addition to joint monthly check-in meetings to discuss plans and priorities.

These meetings allow everyone to feedback:

- a) what's working well, and
- b) what needs improvement.

Escalation

Any concerns will be addressed through discussion and shared problem-solving, with a focus on improving support for the Co-Chair.

Points of contact for concerns:

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|--------------------------|---|
| Primary contact | Learning Disability Programme Manager |
| Secondary contact | Head of the Regional Commissioning Unit |

Review

At the end of the contract period, this feedback will be reviewed to inform whether changes to this specification are needed, and decisions about funding continuity.

Appendix A – Difference in support between Host and Programme Manager

| Area of support | LD Programme Manager | Host Organisation |
|---|---|--|
| Core purpose | Ensure the co-chair's role and activity aligns with regional direction, priorities and programme goals. | Provide additional practical and tailored support needed because the co-chair has a learning disability. |
| Steering/Subgroup priorities and preparation | Supports with agenda planning, key messages and understanding priorities. | Helps the co-chair process information in an accessible way (easy read, discussions, prep time). |
| During meetings (chairing role) | Supports chairing effectiveness (timekeeping, keeping to priorities, reflective feedback). | Supports communication, confidence, understanding and contributions (including prompts, reassurance, accessibility). |
| Follow up actions | Clarifies actions linked to programme priorities and next steps. | Ensures the co-chair is supported to complete or understand actions in a way that works for them. |
| Safeguarding / welfare | Refers concerns appropriately. | Leads on day-to-day wellbeing, accessibility and reasonable adjustments. |
| Accountability | To the regional programme aims. | To the co-chair's support needs and organisation policies. |