

## Planning for Participation

Supporting and encouraging the participation of the people you support in the running of your organisation.



The Care Commission now ask organisations to show how people who use their services have a say in the running of those services. One way of doing this is to establish a forum of people who use services.

The Scottish Consortium for Learning Disability offers a comprehensive package to enable you to set up and sustain this kind of involvement in your organisation.

The package includes:

- ② An information sheet with vital information to help you decide about what kind of involvement you want to introduce
- ② “Where are you now?” – an assessment to gauge your starting point in this process
- ② A “How to...” Guide, offering in depth practical guidance for establishing a forum in a way that suits your own organisation and the people you support
- ② Capacity Building to build up the skills for sustainable involvement

## Information Sheet

This information explains the reasons for involving people in the running of your organisation, and will help you decide if setting up a Forum is right for you. This sheet includes the following sections:

- 🌀 Why Is It Important to Have People Who Use the Service Involved in Governance?
- 🌀 Care Commission Standard
- 🌀 Citizen Leadership Standards
- 🌀 Is a Forum the Answer?
- 🌀 What Else Would Help?

### “Where Are You Now?”

This is a one hour interview to find out the ways in which your organisation currently gives people the opportunity to have some say in the running of their service.

On the basis of what you tell us, we will submit a report of your strengths and areas for development.

### The “How to...” Guide

SCLD has direct experience of a number of ways of encouraging and sustaining participation.

Based on these experiences and using two examples as case studies, the “How to...” Guide provides advice on:

- 🌀 The story of how we established the forums
- 🌀 Getting it Right From the Start – setting up the Forum on Citizen Leadership Principles
- 🌀 Frequently Asked Questions
- 🌀 Top Tips (Lessons learned from experience), including
  - Recruiting the Members
  - When and Where to Meet
  - Setting the Agenda
  - Who Facilitates the Group?
  - Support Staff: To be there, or Not to be there, that is the question
  - Establishing the Ground Rules



- Establishing Ownership and Team Spirit
- Sustainability
- Closed or Open Group?

### **Capacity Building**

Everyone involved in this process will need the chance to develop their skills and confidence, including:

- 🌀 The members of the group
- 🌀 The support workers
- 🌀 The facilitators

This package includes a two day training course for group members. This may be delivered after the group has started and can be customised to suit your needs. The course covers the following capabilities:

- Think about and practise making decisions on your own and in groups
- Practise speaking out in groups and sharing own opinions
- How to get your message across
- Build your confidence
- How to Plan and give presentations

This package also includes a half day training course for support workers. It will give very practical guidance in how to support people on a Forum.

If the forum is to be facilitated internally, we offer a mentoring service which includes:

- A one day training course for facilitators
- SCLD facilitating the first two meetings of the Forum
- SCLD facilitators attending two meetings and giving practical constructive feedback
- Ongoing telephone support

There is a further option of co-facilitation for an agreed period.

NB All training will be delivered by two trainers, one of whom has a learning disability. The added value of this trainer's personal experience of services is a crucial element of the quality of SCLD's training.

