# Coproductive Working Group Guide

Setting up

1. **Work together to assess the landscape and lay down some agreed ground rules**
   - It is up to everyone to co-assess, co-decide, co-design and co-deliver on an agreed framework.
   - This is helpful to clarify who you are, what's important to you all, how you want to operate, how often you want to meet and what is expected from one another as equals.
   - How often do you think you should meet? Does the group want to schedule these in now, or call them as ad hoc?
   - How will you communicate and share information as a group between meetings? What will be most inclusive of people internally and externally? (e.g. Email thread?)
   - Would anyone like to put themselves forwards as Leads, or Co-Leads? This might be someone who simply keeps track of who is involved, and sends out meeting invites.
   - Is there a good mix of expertise in the room? Groups should have a balanced mix of people with lived experience, carers (or people who were in caring roles) and health and social care professionals. If the group is unbalanced in this way, how can you better involve people? It is good practice to start with who you have, and work on including more voices as you go along – if you wait for the 'perfect' group, you'll never get started!!
   - This may also be an opportunity to mention any access requirements to others in the room, and discuss ways of making sure this coproductive process is as inclusive as possible.
   - Remember this needs sharing again as new core people move into the group, and may need revisiting in the future.

2. **Check on your collective understanding**
   - Talk through each priority together and ensure you each understand what each thing is.
   - Revisit the principles of Recovery; you may want to use the Trust's Recovery Toolkit, do the Recovery courses on the Recovery College Online Platform or do your own research.
   - Discuss through things and clarify.

Making stuff happen
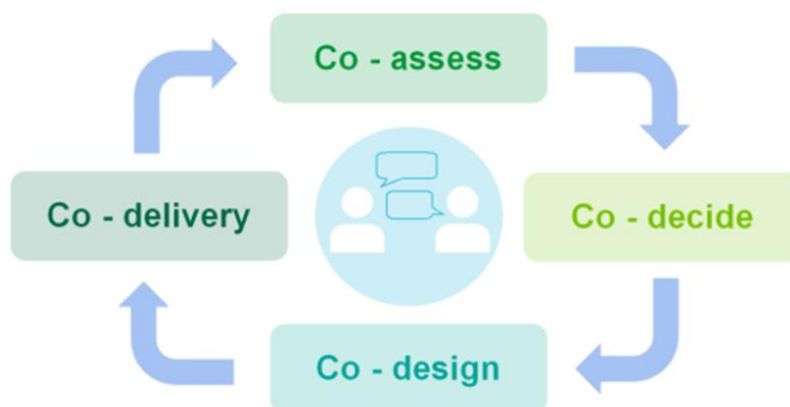
1. **Co-assess**
   - *Where are we at now? Evaluate the progress so far. Using the milestone tracker can be helpful with this. What are the easy wins? Which are the priorities?*
   - *What needs updating on the trackers?*
   - *Is anything overdue? Why is this? What are the barriers that have stopped this from moving forwards? How can these barriers be addressed?*
   - *Look outwards – are there already things happening elsewhere in the Trust or in the community that are interlinked? Are there opportunities for integration here?*
   - *Who have we got in the room? Does everyone feel supported? Does anything need to change to make things more accessible?*
   - *How can we learn from what came before?*

2. **Co-decide**
   - *Agree on your next working arc(s) - Choose which goal (or goals) you want to do next. You can work on different goals simultaneously, or do things ahead of schedule.*
   - *Are there different options available?*
   - *Which route forwards does the group decide on? Is it a big decision that you want to put to the Recovery Steering group?*
   - *Are there opportunities happening elsewhere that the group wants to weave in? Is it something that needs to go to the Recovery Steering Group?*
   - *Do you have all the information needed to plan? Is it accessible to those who need it?*

3. **Co-design**
   - *How are you going to move goal(s) forwards?*
   - *Think SMART goals (specific, measurable, attainable, relevant, time-bound)*
   - *Are problems solved together?*
   - *How will people be sharing responsibilities?*
   - *Are things designed so that they fit the goals, context and capabilities of those seeing actions through? Do barriers need to be removed? How can people best support one another?*

- *How will you know when you've reached your goals? What are you aiming to achieve by the next meeting?*
- *Do you need to bring anyone else in for a while to help get stuff done?*
- *Are there things you want to discuss and plan with the Recovery Steering Group?*

4. **Co-delivery**
   - *Are tasks fairly distributed? If not, why not? Can responsibilities be shared?*
   - *Do individuals want to work together to deliver on something?*
   - *What happens if something doesn't go to plan?*
   - *How are people supported to use initiative, take risks and work independently?*
   - *How will the group ensure that people do what they say they'll do?*