

## Guidance for officers engaging with the Coproduction Network



### **Introduction**

This short guidance is for officers attending the Coproduction Network (CPN) who are seeking volunteer involvement in projects.

The network continues to review how it operates in order to ensure engagement is as meaningful and inclusive as possible.

The guidance has been developed following direct feedback from volunteer members as to how they would like officers to engage with them. It is to help ensure:

- Volunteers have a meaningful say in CPN agenda setting including early involvement in selecting projects.
- Presentations are in an accessible format to maximise participation.

To support this approach, we are asking for the support and assistance from officers by taking the following steps:

- Early discussion with the Coproduction and Engagement lead about any project requests so these can be agreed in advance with the CPN.
- Upon approval by the CPN, to complete the project overview template.
- Ensure that presentations are no longer than 10 minutes and a maximum of 4 slides (if used). Slides should not include complex infographics or language and appropriate for people with different support needs.
- Presentations should clearly explain the purpose of the project and what is being asked from CPN volunteers – e.g., their role, time commitment, timeframe, support offered.
- If slides are being used, they need to be sent seven days in advance of the meeting to the Coproduction and Engagement lead to review and circulation to members.

- More detailed information can then be provided to volunteers that have agreed to be part of projects.
- Officers are asked to also complete the project completion template following engagement with the CPN.
- We also ask that officers attending meetings to refer to the CPN terms of reference and the Coproduction Guide. These resources have been developed by the CPN to support our approach to coproduction.

[Sloughs-co-production-guide](#)

[Slough co-production-network-terms-of-reference](#)