



Together
for Change

WSPCF Together for Change Panel Handbook V1 2025

Because Coproduction is not just a method—it's a mindset. It's about recognising that no one has all the answers, but that together, we can create something better!

"It's just it's so lovely to observe. How constructive and calm and positive the discussions were today. I haven't experienced anything else where it's been like this. And you know, having the participation and engagement happening live in the session rather than saying 'we need to go away and do that separately', it's so fruitful.

It just makes sense."

Professional observer from Surrey County Council

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1. About the Panel

The Together for Change Panel is a collaborative space designed to bring together West Sussex County Council (WSCC), NHS Sussex, Parent Carers, and any other interested parties.

It was initiated following the division of the original West Sussex Coproduction panel, now known as the West Sussex County Council Multiagency Steering Group, to encourage teamwork, collaboration, and coproductive working.

The panel welcomes anyone who wishes to present projects, ideas, or information that could benefit from the involvement of parent carers and a coproductive approach.

This is a *doing panel*—a space for open discussions, feedback sharing, and decision-making that enhances the work brought to the panel during the panel.

Through this process, we aim to improve services and practices for all SEND families in West Sussex, while also providing a way to measure the impact of our collaborative efforts.

Panels are currently held fortnightly, on alternative Wednesday & Thursday afternoons from 12pm to 12 PM. All these panels take place virtually via Microsoft Teams.

If you have questions or would like to discuss working with the Together for Change Panel, please contact us on tfcpnl@wspcf.org.uk

1b. Terms of Reference

WSPCF 'Together for Change' Panel ToR v4 Spring 2025

Introduction and Authority

This Panel has been established to support the principles and delivery of coproduction as outlined in the SEND Code of Practice and the West Sussex Partnership Agreement 2023-2026. These Terms of Reference (ToR) set out the responsibilities, membership and reporting arrangements of the Panel

Purpose / Objectives

To embed the principles of the co-production charter/framework/strategy into everything that we do as a local area

To give opportunities to parent carers to engage in active coproduction and to participate in working groups

To identify further opportunities for, and have oversight of, task and finish/working groups to target specific areas for co-production, revisit existing areas and support/disseminate good practice when found.

To support identification of key messages to inform comms messages and materials for SEND families

Responsibilities / Remit

Identify opportunities for co-production within the local area and to determine priorities for coproduction through the development of a forward plan

Provide a place for coproduction to occur, so that content (documents, specifications, strategies, resources, comms etc) can be coproduced on behalf of partners.

Enable proper evaluation and reporting of outputs, measurement of success and reflection on the approaches used. The WSPCF Star of Involvement will be used to measure the work of the Panel.

Communicate progress, updates, and requests back to SEND Families and respective professionals/service areas via WSCC and WSPCF Communication channels.

Membership, Quorum and Decision Making

A key person within WSPCF will chair the meetings as the Senior Responsible Officer. WSPCF Staff, Trustees and Volunteers will attend the panel as members. Other professionals may attend/will be

invited to the WSPCF 'Together for Change' Panel as required and agreed by the members. If a member of the panel cannot attend, they need to nominate a replacement to attend in their absence.

Membership List

WSPCF	External
All Staff All Volunteers All Trustees Attendance on a rotational basis	Natalie McNeill – WSCC DSCO Sarah Butler – WSCC Local Offer Officer Jessica Bubb – WSCC SEND and Inclusion Advisor Toby Silverman – NHS Sussex Health Commissioner (SEND) Gemma Humphrey - WSCC SEND and Inclusion Advisor (Delivering Better Value) Kathryn Kellagher (SEND Project Officer)

Quorum

The panel will be quorate when at least 4 parent carers and 2 external partners are present, this will be reviewed twice yearly.

Decision making

The members of the Panel will share collective accountability for the decisions made, with all outputs going through the WSPCF sign off process before being more widely distributed.

Behaviours and Conduct

All members of the Panel are expected to comply with all relevant policies and procedures relating to confidentiality and information governance

The members of the Panel will declare any conflicts of interest at the beginning of each and every meeting. Where an interest is declared that member will not take further part in the discussion on matters for which the conflict of interest has been identified

Members and attendees must demonstrably consider the equality and diversity implications of any decisions they make

Accountability and Reporting Arrangements

This Panel is accountable to the WSPCF Board of Trustees and reports into the West Sussex Multiagency Coproduction Steering group and the SEND and AP Strategy Board.

Quarterly reporting will:

- Provide insight into the requests made to the panel – e.g. Type of request, what area the work is for, how did the panel and submitter rate the level of involvement

- Aim to provide information on the panel outputs and their impact for SEND families
- Collect feedback from the submitters about their experience of the panel and the quality of the panel's work

The Panel will also regularly update stakeholders and promote its work through various methods including the WSCC SEND and Inclusion Newsletter, the SEND Local Offer and WSPCF social media channels, website and members list.

Frequency of meetings

The WSPCF 'Together for Change' Panel will meet once a fortnight for 2 hours (currently alternative Weds & Thurs pm). This will be reviewed quarterly.

Administration

The Panel administration will be supported by the WSPCF team. Stakeholders will be invited to submit items to the panel as and when they need items coproduced.

The Agenda relating to the Panel will be shared with these stakeholders and the members of the Steering group as required three- five business days before the meeting date.

All outputs from the Panel will be shared with the relevant parties within five - seven business days of the panel date.

Review

This ToR will be reviewed quarterly as part of the review of the West Sussex Partnership Agreement.

2. Star of Involvement

Together for Change Star of Involvement



West Sussex Parent Carer Forum
Registered Charity Number 1156360, Company Number 07955164.

The Together for Change panel created a Star of Involvement to show that every contribution towards coproduction matters. Rather than following a step-by-step process like a ladder, the star represents a more flexible and inclusive approach, where all forms of involvement are valued.

The design reflects the values and makeup of the Together for Change panel by also incorporating the people element from the West Sussex Parent Carer Forum (WSPCF) logo, emphasising that people are at the heart of everything we do.

The panel will also use the Star on Involvement as a tool to review and reflect on progress of projects and items, whilst helping us assess how much involvement has been requested.

This logo can be used on projects and documents that have been approved by the Panel. Once a project or document has received Panel approval, the logo can be displayed, ensuring that it represents the shared vision and coproduction efforts behind the work.

3. Attendees Guide

This guide is for anyone who would like to attend a Together for Change Panel

An attendee's role on the panel

- We want as many ideas and opinions as possible, and for you there to help us to do that! Our panel is a safe place to share your thoughts and ideas to help shape the work the panel does. Your lived experience, and/or professional expertise, and/or specific skillset all help us to work effectively and impactfully together.
- As an attendee you can play as active a role in the discussion and decision-making process for each piece of work, project or idea presented as you feel comfortable doing. Some of our attendees start off by just observing and listening for a panel or two until they feel comfortable enough to get more involved, others just dive right in!

How to join the panel:

- If you have heard about the panel or been recommended to join us, then please ensure you email us at tfcpnl@wspcf.org.uk to express your interest
- We will then send you a regular invitation and/or a Microsoft Teams meeting link to enable you to join as often as suits you

About/Preparing for the panel:

- An agenda will be sent out approximately 3-5 days before the panel so you can see what people have submitted, and what will be discussed.
- You do not need to prepare or pre read anything for the agenda unless you want to (but it is not expected)
- The panel attendees are a mixture of parent carers and professionals that all attend when they can on a rotational basis
- As each panel is 2 hrs long and we try to incorporate a few quick breaks, so please do make sure that you are somewhere comfortable – but if you need to take a quick break, that's fine, just put a message in the chat and switch off your camera and mic until you return
- Please ensure your computer/laptop/device and Teams are ready to go at the start of the panel

During the panel:

- A key person within WSPCF will chair the panel, keeping it running on time and making sure everyone understands the work being undertaken and gets a chance to input
- The chair will start the meeting by welcoming everyone and leading on introductions if needed. There will be a brief update on any ongoing matters, approval of previous minutes and time for conflicts of interest to be raised (if any)
- The chair will then introduce the submitters to the panel one by one according to the agenda / time slots they are booked in for
- Each of these submitters will have a 25-minute slot, in which 20 mins is to present their work and to allow the panel time to discuss it, give feedback and to collectively decide what to do next, e.g. sign off the work or ask the work to be updated with the panel's suggestions
- The last 5 mins of each time slot is for the panel to vote on how involved they felt in the work using our **Star of Involvement** (Full information about the Star of Involvement is on page 7)

After the panel:

- WSPCF will email you the minutes of the Panel (with all the notes of discussion), and the Action Log (that outlines any actions or decisions that were made) within five to seven business days
- Please do let us know if there is anything in the minutes that is incorrect or missing
- **Each attendee will be asked to fill out a feedback form at the end of each panel they attend; we would be extremely grateful if you could complete this as it will inform us on how you found the experience and how to improve the Panel moving forward. Your opinion matters!**
- If you are not a regular attendee to the panel, but wish to be invited to attend again then please let us know, we would be delighted to have you attend as many panels as possible
- If you found the panel useful and would like to recommend it to others, please ask them to pop us an email on our email address below

If you have any questions or need further information, please feel free to check out our Frequently Asked Questions page or reach out to us at tfcpnl@wspcf.org.uk.

We would like to also say thank you so much for choosing to be a part of this important work! Your involvement helps make the Panel a success, and together we're creating positive change. We truly appreciate your time and contributions, and we look forward to working with you and continuing our journey towards meaningful, coproductive solutions!

4. Submitter's Guide

This guide is for anyone who would like to bring their work to the Together for Change panel for discussion & feedback

Booking a place on the Panel:

- If you have a project or piece of work that you wish to bring to the panel, please email tfcpnl@wspcf.org.uk with your request
- You will then receive a booking link which allows you to select from all the panels in the term, so you can choose a date and a 25-minute time slot that works best for you (20 minutes for your submission and 5 mins for the panel to rate your submission using the Star of Involvement). You will also be asked a few questions about your submission itself, to help you really clarify the purpose of your visit to the panel.
- Once you have booked your timeslot, it is automatically confirmed, and you will receive a calendar invitation for the 20 min time slot only.
- You are more than welcome to attend the whole Panel or just come along for your allocated time slot, the choice is yours!
- Each panel's agenda will be emailed 3 – 5 working days before the panel date which will also include the full meeting link. **** Please note **** This is the link required to join the actual panel, please do not try to join the panel using the link provided on the 25 min slot booking invitation.

Preparing for the Panel:

- It is up to you what to prepare, as you might be at the very start of the project and want to just have an informal discussion about your idea, or you may have something already prepared that you want feedback on. Whatever stage you are at with your work is fine, as there are no expectations for you to bring anything, **but you do need to have a clear idea of what you want the panel to do within the time slot.**
- Examples of what you could ask the panel to help you with include: brainstorming exercise to help you with starting your project/piece of work, helping to shape questions for a survey, feedback on a leaflet/letter/document, problem solving (the panel are solution focused and can give suggestions from a parent carer perspective), provide insight into the parent carer experience and provide ideas/suggestions for commissioning services...
- Some submitters like to help the panel understand what they need by using a quick PowerPoint presentation that outlines the task (again it is totally up to you), and if that is the case, we advise that you aim to keep it under **7 minutes**, so that there is plenty of time for questions and discussion after
- Please aim to join the panel at least 5 minutes before your time slot
- Please note that due to the way the panel works, these time slots cannot be extended

- Please also note that we do not send out any documents for anyone attending the Panel to pre read, all work is done within your scheduled Panel time slot.

During the Panel:

- A key person within WSPCF will chair the meetings. The panel will be a mixture of parent carers and other professionals
- If you would like to join the whole panel, you will become an attendee for the items that are not allocated to you and so you can contribute to all the discussions as you feel like doing so
- If you are attending only for your allocated time, then you will be introduced by the Chair at the beginning of the slot
- During your 20-minute submission time you will be able to lead the discussion and share your ideas. If you have anything prepared like a presentation of any visuals, you may also share these by sharing your screen with the panel
- The panel will take notes, but we do advise you to also keep a note of any key ideas or actions
- Towards the end of this time slot the panel will collectively decide what to do next, e.g. sign off the work or ask the work to be updated with the panel's suggestions etc
- Once you have completed your 20 minute time slot, the panel will take up to 5 mins to review your submission and vote on how involved they felt in the work using our **Star of Involvement** (Full information about the Star of Involvement is on page 7). Please note, that if you do not choose / are not able to stay for this part of the panel, the decision will be recorded in the minutes which will be shared with you

After the Panel meeting:

- WSPCF will email the minutes and Action Log of the Panel which will include all the notes of discussion, and any actions or decisions made, within five to seven business days
- Please do let us know if there is anything in the minutes that is incorrect or missing and we will amend it accordingly
- **You will also receive a feedback form for your slot at panel; we would be extremely grateful if you could complete this as it will inform us on how you found the experience and it gives you a chance to rate how you felt the panel were involved in your work. Your opinion matters!**
- There's no limit to how often you can submit or resubmit work to the panel with the same or new ideas—we encourage it! However, all submissions and attendance must be pre-booked, as resubmissions aren't automatically given a slot. Panel availability depends on scheduling, so we recommend booking in advance to secure a space and booking multiple slots across the term if needed for a larger piece of work

- If you would like to join the panel just as an attendee, this is also welcome, please email us at the address noted below and we can invite you along on the dates you desire.
- If you found the panel useful and would like to recommend it to others, please ask them to pop us an email on tfcpnl@wspcf.org.uk.

We would like to also say thank you so much for choosing to be a part of this important work! Your involvement helps make the Panel a success, and together we're creating positive change. We truly appreciate your time and contributions and we look forward to working with you and continuing our journey towards meaningful, co-productive solutions!

5. Actions and Decisions

This is an example guide of some of the actions and decisions made by the panel that you will see in the minutes. This section is currently a work in progress.

These decision templates are being developed to ensure that the panel's outcomes are clear and agreed upon by all submitters and attendees.

Any decisions will be confirmed during the panel session and recorded in the panel minutes.

In addition to these decisions, there may be specific action points related to the work discussed, such as WSPCF providing a high-resolution logo. These action points, where applicable, should be noted and addressed accordingly.

- This work had been completed and signed off by the panel
- The panel agreed on the content of this work, submitter will take to graphics and resubmit for final sign off
- Panel gave feedback to the submitter to review with their team and resubmit with any updates
- Panel agreed that this work is larger than the panel's capacity but fits under a current funding stream (insert name of funding stream here) and will allocate staff to a task and finish group to continue the work. The work of this group will be sent directly to the submitter, who will need to review and resubmit back to the panel.
- Panel agreed that this work is larger than the panel's capacity but requires further funding in order to support any additional work.

6. Feedback

Feedback is crucial to the progress and improvements of the panel, which is why we have created feedback forms for anyone joining us, regardless of whether you are an attendee or a submitter.

If you are an attendee to a panel, then you will receive your feedback requests at the end of each panel in which you participated.

If you are a submitter, you will receive a feedback form shortly after receiving the minutes for the applicable panel. If you submit more than one item to the panel then we will require a feedback form completed for each submission please, this is so we can have consistent feedback, accurate data and most importantly measure our progress correctly.

Links for both feedback forms can also be found in the Agenda and Minutes of each panel

Please see some examples of our feedback forms below;

Example Attendee Feedback form below:

2. Did you feel everything discussed in the panel was explained clearly and easy to understand? *

- ☐ Yes
- ☐ No
- ☐ It varied depending on the item being discussed

3. Could you tell us which items in particular were easier / harder to follow and why?

Enter your answer

4. Did you feel that your views were heard / listened to during this panel? *

- ☐ Yes
- ☐ No
- ☐ Sometimes

Example of Submitter Feedback form below:

4

On a scale of 1 - 10, How would you rate your experience presenting in this panel? *



5

On a scale of 1- 10, how useful did you find the panel? *



6

Could you tell us why you did /did not find the panel useful? *

Enter your answer

8. Frequently asked questions

Do you have any questions? Hopefully they are answered here, but if not then please do email us at tfcpnl@wspcf.org.uk.

- **What is the difference between an attendee and a submitter?**

An attendee is someone attending the panel to give their feedback. A submitter is someone who has a particular piece of work they would like to bring to the panel to discuss. We have written guides for each of these roles that go into more detail, please do contact us if you would like a copy.

- **Why was the panel established?**

The panel was created so that we can cultivate teamwork and collaboration between West Sussex County Council, NHS Sussex, Parent Carers and any other interested parties. It is a doing panel, that provides an opportunity for open discussions, feedback sharing, and decision-making.

This panel is designed to support the principles and delivery of coproduction as outlined in the SEND Code of Practice and the West Sussex Partnership Agreement 2023-2026. The panel's Terms of Reference (ToR) set out the responsibilities, membership and reporting arrangements of the panel. See item 1b in this handbook.

- **What is Coproduction?**

'Coproduction is not just a method of working —it's a mindset! It's about recognizing that no one has all the answers, but that together, we can create something better'

Coproduction means working together as equal partners, where everyone's voice is valued, and everyone plays a part in deciding and creating projects together. We all bring our different skills, knowledge, experience and expertise to the panel which means we will make better decisions together.

- **Who runs the panel?**

The Together for Change panel and is managed and run by West Sussex Parent Carer Forum. At the panel, a key person from WSPCF will chair the meeting.

Where & when do the panels take place?

Currently Fortnightly on alternative Wednesdays & Thursdays, 12:00pm – 2:00pm.

- Summer Dates are 1st May 14th May 4th June 19th June 2nd July 16th July.

- **How do I access the panel?**

All panels are held via Teams, if you are attending and have not received a Teams invite, please email tfcpnl@wspcf.org.uk. If you are a submitter and have booked a slot to present at a panel you will be sent an agenda which will have the link to join the panel included.

- **I have not received an agenda / minutes?**

Please email us on tfcpnl@wspcf.org.uk and we will be happy to investigate why you have not got this, and resend where applicable

- **How many people should attend?**

The panel welcomes all to attend and we have no maximum number of attendees, however we do require a minimum of 4 Parent Carers and 2 professionals for the panel to take part.

- **I have been to Panel before, can I come back?**

Of course! We actively encourage you to come back at many times as you need or want to. You might want to come as an attendee to observe and contribute ideas outside of your organisation, or you might have another idea/project that needs coproduction! If you do want to attend again, the process is the same, just email tfcpnl@wspcf.org.uk to get an invitation or a booking link.

Please note that you are not automatically resubmitted onto Panel if you have attended before.

- **Will I receive minutes from the Panel?**

Yes, WSPCF aim to end out the panel Minutes and Action Log which will include any decisions made in the Panel – within 5-7 working days.

- **Is there an opportunity to provide feedback to the Panel?**

Yes, and we welcome any feedback. There is a feedback form for both attendees and submitters. Attendees will be emailed every half term and submitters will be emailed for feedback shortly after their slot. Also, if you found the panel useful and would recommend it to others, please ask them to email us at tfcpnl@wspcf.org.uk

- **What is The Star of Involvement?**

The Together for Change panel created a Star of Involvement to show that every contribution towards coproduction matters.

For more information please see section 2 of this handbook.

- **I am joining the panel as an attendee but also have some work I would like to discuss, can I bring this?**

If you have something you would like to bring to the panel you will need to book yourself a submitter slot using this [link](#) - If you are attending on a particular date, you will only be able to submit on this panel if there is a slot showing available in this booking system. If a slot is not available you can email us at tfcpnl@wspcf.org.uk, and we can let you know if they have any cancellations.

- **I have a time slot booked to submit some work but would also like to attend the whole panel, can I do this?**

Yes, we welcome all submitters to attend the duration of the panel if they wish to / their calendars allow. You will find the meeting link in the panel agenda or you can email us at tfcpnl@wspcf.org.uk to confirm.

If you still have any questions or need further information, please reach out to us at tfcpnl@wspcf.org.uk.

We would like to also say thank you so much for choosing to be a part of this important work! Your involvement helps make the panel a success, and together we're creating positive change. We truly appreciate your time and contributions.

We look forward to working with you and continuing our journey towards meaningful, coproductive solutions!