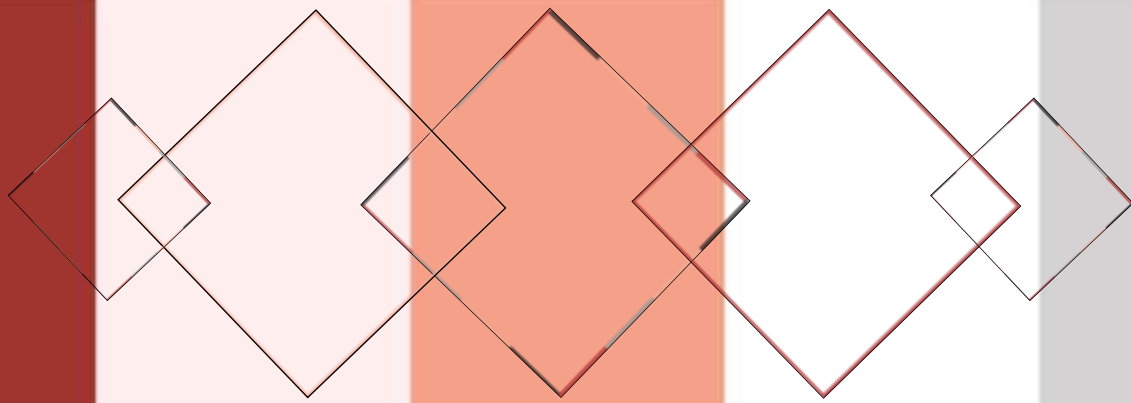




Conwy Connect

for Learning Disabilities

Step by Step guide to setting up Connect Advocacy Group



Encouraging Involvement

Raising Awareness

Promoting Choice

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A guide engaging your service users and facilitating service user groups.

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Stage One - Identification of members and venue

Get organized and share

Keep all information in one place.
Use new notebook and folder.

1. Choose accessible and central venue.
2. Book monthly meetings for the year using same time and venue.
3. Let everyone know the dates.
4. Tell people about the group.
5. Encourage group members to spread the word.
6. Make leaflets to share information about the group.
7. Members should agree on all important decisions and choices made about the group for the group.
8. Representatives must be selected by the membership.
9. Members to make and agree group rules.



Key Points to remember

- Type up agenda and minutes
- Post out agenda and minutes 10-14 days before the next meeting.
- Check any actions from the previous meeting that need to be followed up.
- Remind guests of dates and venue.
- Bring relevant paperwork.
- Bring laptop and refreshments.



Stage Two - Planning and preparation

- Choose model preferred by the group.
- Set out agenda in logical sequence.
- Use relevant photos wherever possible.
- Make sure it is in Easy Read.
- Use the same format for each meeting.
- Involve representatives that have attended key meetings.
- Make sure guest speakers are aware of date time and venue.
- Give brief accurate minutes from previous meeting.

Connect Advocacy Group

Ground Rules



- At the beginning of the meeting there will be an icebreaker.
- The chair of the meeting will be changed every meeting, to be decided at the beginning of the meeting.
- Mobiles off or silent
- Respect each others ideas.
- One person speaking at a time (don't talk over someone)
- Confidentiality
- Help spread the word / get new members
- No shouting or banging



Key Points to remember

- Book in time to prepare.
- Have a flexible agenda.
- Make sure latest information is included.
- Make sure that all members have the chance to have their say.
- Make sure the meetings are kept to time.
- Allow for discussion within the group.
- Allow time for members to give feedback.
- Be open to suggestions.
- Evaluation of the group.
- Don't forget to take photos.

Stage Three—Connect Advocacy Meeting

Make sure that room is set out for the meeting.
Make sure drinks or refreshments are available.
Take notes on what is said during the meeting.
Welcome everyone.
Let members introduce themselves.
Create relaxed atmosphere.
Encourage members to have their say and get involved.
Members should choose the chair at the beginning of meeting. (They will choose an icebreaker.)
Make sure members are encouraged to speak up for themselves.
Have involvement on consultations that are relevant to them.
All members will practice confidentiality.

Stage Four—Completion

The meetings should be recorded in a way for members to understand.

The benefits of attending the Connect Advocacy Meeting are:

Increasing self-confidence.

Widening their social circle.

Being well-informed of issues that affect them.

Having their voice heard and influencing change.

Included in and contributing to decision making.

Feeling respected as an individual.

Being aware of more opportunities.

Key Points to remember

- Complete the minutes soon after the meeting.
- Send out an agenda for the next meeting with the minutes to keep people engaged.
- Keep group flexible to allow for changes.

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Cyswllt Conwy

ar gyfer anabledau dysgu

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Agenda 3rd May 2018

Things we will talk about:

- Elect chair for the meeting
- Welcome
- Apologies
- Ground Rules
- Introductions and icebreaker
- Yvette from the Job Centre will come to talk about and start a discussion on paid employment for adults with learning disabilities
- Discussion about the employment event
- Regional Meeting feedback - Shayna Harris 
- National Council update - Shell Williams 
- Response letter –Joe Powell
- Any other business 
- Dates of future meetings



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Minutes of the Connect Advocacy Group



5th April 2018



Stage Five – Selecting & Choosing Reps

What Kind of people are the Connect Advocacy Group looking for?

The representative will have been nominated and voted for within the advocacy group. They will have a clear understanding of their role knowing they will be representing service members from Conwy/Conwy Connect.

They need to have an understanding of the issues/concerns of the wider membership and be able to clearly voice those opinions at relevant groups.

The member representative will be someone who is willing to speak to others in their service and represent their own views and the views of other members in the Advocacy meetings.

The support will take note of issues before and after meetings and support the representative to say at the appropriate time what needs to be said to give direction on any follow-up or feedback.



Shayna, our rep for Regional Participation meetings



Shell, our rep for National Council

Conwy Connects role in Service Member Groups

- The role of the Connect Advocacy Group is to encourage members to discuss issues that concern them, decide a course of action to be taken.
- To ensure that their voices will be heard and influence the necessary change.
- To meet other like-minded people.
- Finding out what is happening in their local community.
- Be able to contribute to and feel part of a recognised group.
- By removing isolation you are contributing to members health and well-being.
- To learn new skills.
- To always work in a person-centred way.



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