

## **Meifod Reference Group (2021)**

**1. Background:** Meifod is a DCC managed work opportunity service for adults with learning Disabilities. People attend the service so as to experience a work based environment and to learn new skills as part of their individual care and support plan. Meifod has developed a good reputation for the wood products they produce and sell and by default has become a business as well as a service. However, the original aim of Meifod was not to run as a business but to provide learning and skills development for the people who attend and the Council has, for many years, struggled to balance the competing demands of running both a business and a service.

### **2. Why is the group needed? (reason for setting up the group)**

A 2019 review of services proposed the externalization of Meifod. A 'Meet The Buyer' event was held in March 2020, but work has halted due to the redeployment of CSS staff to covid work. Meifod closed at the end of March 2020 due to lockdown. All Meifod staff were either re-deployed or self-isolated. Meifod has not been able to re-open. Before a decision can be made to re-open, the Council need to consider and review the long term future for Meifod. This group is being established to ensure that the next steps for Meifod are informed by views, experiences and perspectives from a range of stakeholders.

### **3. What will the group do? (responsibilities)**

The group is being established to contribute to the Wellbeing Impact Assessment that will be completed as CSS develop the plans for Meifod by:

- a. looking at what people have said they value about Meifod
- b. considering different options in terms of future support and services for people who attend Meifod from the perspective of the individuals they are there to represent
- c. exploring the advantages and disadvantages of the possible options from a range of perspectives and within the context of the current issues facing Meifod
- d. Considering the impact of future changes

### **4. Who will be on the group? (Membership)**

The group will include the following representatives:

- 2 x Citizens and their self-advocate
- 2 x Family/Carer of people who attend Meifod
- 1 x Parent Carer Forum rep
- 1 x Elected Member (LD Champion)
- 1 x Complex Disability team rep
- 1 x Commissioning rep
- 1 x Contracts rep (on an as and when basis, when required, for advice)
- 1 x Meifod staff rep

- 1 x CSS Service Manager

If a representative is unable to attend he/she should, wherever possible, nominate an alternative representative to attend in their place.

**5. Where? (location for meetings)**

- The group will meet on Teams.
- The meetings will be recorded for the purposes of note taking. Recordings will be deleted once the notes have been agreed by the group.
- Where safe and appropriate, and by the agreement of all members, the group may choose to meet face to face

**6. When? (frequency and timing of meetings)**

- ✓ The group will meet at least 4 weekly.
- ✓ This may be more often when required.
- ✓ The Group will mutually agree days and times

**7. Other things**

- a. Chairing the meeting – the group will be chaired by CSS service Manager, and deputy chair will be Contracts and Commissioning Manager
- b. Conflicts of interest – Conflicts of interest will be declared at the beginning of each meeting. The chair will make the decision as to whether any conflict declared warrants exclusion from all or part of the meeting.
- c. Confidentiality and Data sharing – The names and personal details of citizens should not be shared unless with informed consent
- d. Coordination and administration – meetings will be arranged and minuted by Denbighshire CSS.

**Date:** September 2021