


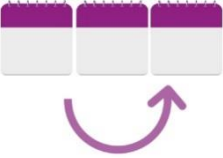


	<p>Terms of Reference</p> <p>These are rules that say what work a group does. And how they do it.</p>
	<p>Group Name</p> <p>Voices 4 Choices.</p>
	<p>Aim of Group</p> <p>A safe space to raise and discuss issues within Vivo. To work together and suggest ways to get better.</p>
   	<p>How the group works</p> <p>Voices 4 Choices will involve advocates who are service users from each of Vivo's core Learning Disability services.</p> <p>They will meet together every 2 months. They will raise issues on behalf of other service users and themselves. About the management and delivery of all services delivered by Vivo Care Choices.</p> <p>Any issues raised will be talked about together. Advocates who are service users, may need to have discussions with other service users with support from Vivo staff. Support can be provided if needed from the People Choices Group. Issues should be thought about before each meeting.</p>



An agenda will be sent out by the Admin support a couple of weeks before each meeting.

A member(s) from Voices 4 Choices will attend the Vivo Advisory Board. The Vivo Advisory Board meets every other month and is a group made up of councillors, parents and carers, senior managers, staff and a member from Voices 4 Choices.

(A councillor is a person that people voted to the Council to make important decisions).

Members from Voices 4 Choices will take turns in representing the group at the Vivo Advisory Board.



What work the group do

The group work together and suggest ways to get better.

Some things they might talk about:



- Views on services and activities
- Making services better
- Talking about friendship and relationship support
- Interviewing of new care and support staff
- Vivo staff recognition and awards
- Building improvement
- Community issues on behalf of people with a Learning Disability and/or Autism
- Vivo Values
- Reviewing Vivo's Priorities



The issues talked about at Voices 4 Choices will be discussed by its members. Plans talked about will either:

- be made immediately (wherever possible)
- or sent to Vivo's Senior Management Team (Alistair, Gary and Janice)
- or to Vivo's Advisory Board to be considered



When the group will meet

Voices 4 Choices will meet every 2 months.



Where the group will meet

St Johns Church Hall in Hartford



Membership of the group

Senior Manager Support

This means the people in charge of Vivo.

Who: Alistair and Janice

Chair or Chairperson

This is the person in charge of the meeting.

Who: Sue



Admin Support

These are the people who will arrange the meeting.

They might take minutes and send out the agenda.

Who: Angela and Tracy.

Advocates who are service users and their support staff from each service area - please see Membership List.