





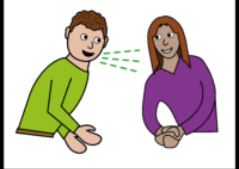





## Learning Disability Resident Co-Chairs Role Description

 	<p>We need two resident Co-Chairs.</p> <p>A Chair is someone who is in charge of a meeting. A Co-Chair shares this job.</p> <p>The meetings are being held to help deliver the Adult Learning Disability Action Plan (2022-25)</p>
	<p><b>Why become a Co-Chair?</b></p> <p>You can:</p> <ul style="list-style-type: none"> <li>• Gain experiences and skills from chairing;</li> <li>• Shape and improve services</li> <li>• Help make Newham a place where residents with Learning Disabilities are empowered and supported;</li> <li>• You will be an 'Expert by Experience' for Newham.</li> </ul>
<div style="background-color: #f4a460; padding: 10px; text-align: center; margin-bottom: 10px;">       Learning Disability Resident Advisory Group Co-Chair     </div> <div style="background-color: #f4a460; padding: 10px; text-align: center;">       Learning Disability Action Plan Delivery Board Co-Chair     </div>	<p>We want two Co-Chairs.</p> <ol style="list-style-type: none"> <li>1. A Co-Chair of the Resident Advisory Group</li> <li>2. A Co-Chair of the Action Plan Delivery Board</li> </ol> <p>There needs to be different people in each role.</p>



	<p><b>Who can be a Co-Chair?</b></p> <p>You must be:</p> <ul style="list-style-type: none"> <li>• A Newham Resident;</li> <li>• Over 18 years old;</li> <li>• Have a Learning Disability diagnosis;</li> <li>• Be a member of the Resident Advisory Group;</li> </ul>
	<p><b>How long will I be a Co-Chair?</b></p> <ul style="list-style-type: none"> <li>• 12 months</li> </ul>
   	<p><b>Co-Chairs must:</b></p> <ul style="list-style-type: none"> <li>• Be good at speaking to others</li> <li>• Be good at listening to others</li> <li>• Before meetings take place you will need to read or be supported to read minutes and other reports</li> <li>• Attend the Resident Advisory Group and the Delivery Board. These each take place 4 times a year.</li> <li>• You may need to attend other meetings. You will receive Reward and Recognition for these.</li> <li>• Treat all members with respect and dignity</li> <li>• Be on time for meetings</li> <li>• Treat people fairly</li> <li>• Work positively to make change.</li> </ul>



	<ul style="list-style-type: none"> <li>• Follow the rules of the meetings and Terms of Reference</li> <li>• Follow confidentiality rules / guidelines</li> </ul>
	<p><b>You do not:</b></p> <ul style="list-style-type: none"> <li>• Need experience</li> </ul>



## Co-Chair Role 1 – Resident Advisory Group

### Learning Disability Resident Advisory Group



### What does the Advisory Group Co-Chair do?

- Work with Newham Officers to run the Resident Advisory Group.  
This can include:
  - Attend a pre-meeting to plan the meetings
  - Welcoming people to the meeting
  - Helping to make sure the meetings follow the Agenda and keep to time
  - Leading discussions
  - Listening to other residents with Learning Disabilities
  - Speak up for yourself and others
  - Helping to make sure that all information is easy to understand
- Attend the Delivery Board to tell others about what happened at the Resident Advisory Group. You will be called a Resident Representative in this meeting.



### What support can I have?

- You can have support from Connections to do this role.
- You and the Council Co-Chair will support each other. You will prepare for meetings ahead of time.
- You will get support to go through the Adult Learning Disability Action Plan and the outcomes in it.
- Have support to remember what was said in one meeting to share at the other meetings.



## Co-Chair Role 2 – Action Plan Delivery Board

### Learning Disability Delivery Board



### What does the Delivery Board Co-Chair do?

- Work with Newham Officers to run the Delivery Board. This can include:
  - Attend a pre-meeting to plan the meetings
  - Welcoming people to the meeting
  - Helping to make sure the meetings follow the Agenda and keep to time
  - Leading discussions
  - Listening to other members of the Delivery Board
  - Speak up for yourself and others
  - Helping to make sure that all information is easy to understand
- Attend the Resident Advisory Group to share what was discussed at the Delivery Board

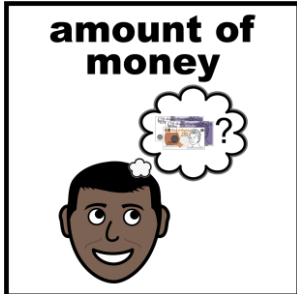


### What support can I have?

- You can have support from Connections to do this role.
- You and the Council Co-Chair will support each other. You will prepare for meetings ahead of time.
- You will get support to go through the Adult Learning Disability Action Plan and the outcomes in it.
- Have support to remember what was said in one meeting to share at the other meetings.



**amount of  
money**



### **Are Co-Chairs paid?**

Yes. You can claim the Council's Reward and Recognition payments.

- You will receive the London Living Wage
- The London Living Wage is currently £11.95 an hour
- There is advice about reporting Reward and Recognition if you are claiming different types of benefits
- There is a Reward and Recognition Policy if you want to read more.