









Voice For Kare Terms Of Reference



This document tells you about
Voice For Kare Terms of Reference

Rev. No.	Approved by the VFK	Reviewed by VFK Reps	Launched on VFK LEAP	
1	October 2023	October 2023	Dec 2023	

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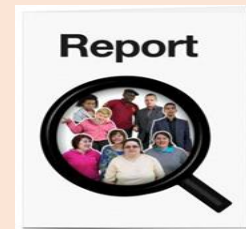
- **Meetings**



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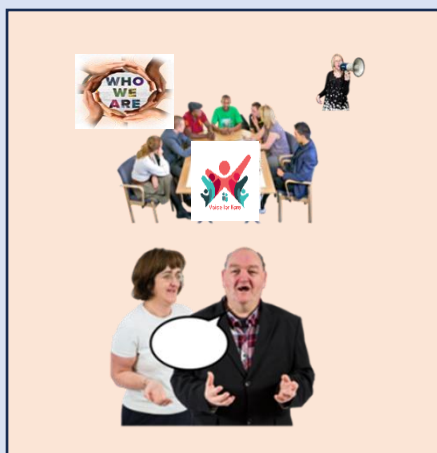


- **Rules For Our Group Meetings**



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Who We Are (video)

Voice for Kare is the Kare Service Users advocacy group.

Voice for Kare helps people who use the service have a say in what goes on in Kare.



Beliefs Values and Principles

Voice for Kare believe:

That all people with learning disabilities should be treated as equals.

All people must have equal opportunities to be supported as full members of their communities.

We must have the opportunities to do the same things as everyone else.



Everyone should be given the support to speak up and empower themselves to make their own decisions. Our decisions should be respected, and people should be able to learn from their mistakes like everyone else.

We should be viewed as the people we are and that we should be respected as a person first and have other people believe in us.

We should not be labelled. Labelling devalues people and should not be used to identify us.



Our Values and Principles include

- Being a person first
- Making our own decisions
- We say what our life should be like.
- Believing in our value as a person and other people believing in us as a person.



- Empowerment.
- Standing up for ourselves.
- Standing up for others.
- Equal opportunity for all.
- Learning and living together
- Institutions are bad for people
- Respect for each other and Other opinions.
- Non-labelling



Aims and Objectives

Voice for Kare Aims are:

- To promote independence, choice and control for people with a learning disability.
- To help Kare service users to learn more about their rights and to speak up for themselves
- For all Kare service users to work together and support each other and have their voice heard
- To make information easy to understand and accessible to all.



We will do that by:

- Developing our Advocacy Skills and putting these skills into practise to promote personal development and building self-confidence.
- Working together with service users, staff and managers.
- Sharing Information as a group.
- Working with managers on decisions that affect people who use the service and their lives.



- Giving advice and support on Kare's policies.
- Assist in the development of policies and information to be easy to understand and accessible for all.
- Creating opportunities for Voice for Kare members to bond together, such as Social events and training workshops.



Structure and Roles of Voice for Kare

Groups:



- **Voice for Kare Committee**



- **Voice for Kare Reps Group**



- **Local Area Voice for Kare**



Voice for Kare Committee

The VFK committee will consist of a maximum of 10 people from different Kare services and locations.



The Role of the Committee is to:

- To be a voice, for Kare Service Users.
- To give Direction to the Voice for Kare group and monitor progress.
- To meet with the VFK Reps to give advice and support on Kare's plans, policies and key activities for them to bring back to their local groups.
- To work together with Service Users, management and board of management so that we have our voice heard on organisational policies and issues affecting the lives of all Service Users in Kare.
- Link with the VFK Reps to pass on and receive Information at a Local level. To bring their issues to management and give feedback to the Reps.
- To attend conferences and participate in Projects and consultation groups that might be beneficial.
- To be involved in the recruitment of Kare staff and interview panels.
- Review and sign off Kare Easy read Policies before they are launched for organisational use.



Voice for Kare Reps Group

The VFK Reps group consists of a Service User representative from Kare's local area's locations.



The Role of the Reps Groups is:

- To be a Voice for Kare Service users in their Local Areas.
- Facilitate their local area meetings.
- To meet with the VFK Committee to get updates on policies and other important information for them to bring back to their local group meetings
- Tell the Reps Group what is going on in their area.
- Talk about problems in their local area and ask for help from the VFK committee if they cannot be resolved locally.
- Assist in the development of policies and information to be easy to understand and accessible for all
- Review and sign off Kare Easy read Policies before they are launched for organisational use
- Give their views and opinion about things.
- Volunteer to go to meetings and conferences and participate in Projects and consultation groups that might be beneficial to Voice for Kare.



Local Area Voice for Kare

Local services and houses have local meeting groups.



The Role of the Local Area Groups is:

- Is to meet regularly to deal with issues to their area.
- To select a member to represent them on the VfK Representative group.
- To receive information from their VfK Rep on what is happening in Kare and give feedback.
- Plan activities and events in their local areas.



- Give everyone a chance to say what they think and hear what other people think.
- To give people a chance to have a say in what happens in their centre or house.

- To talk about problems in their local area's and if they cannot be resolved locally then ask VfK Rep to bring to the Reps meetings for advice.



Membership of the Groups

Committee:



The Voice for Kare committee shall consist of a maximum of 10 members.

Committee members will be selected by secret ballot from members of Voice for Kare Reps and Committee members.



People can nominate themselves for elections onto the committee.

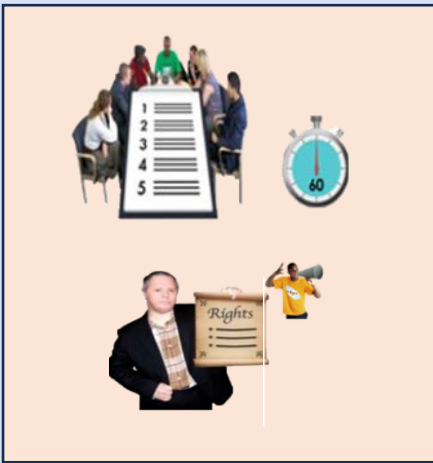


Committee members will serve for 3 years and can serve no more than 3 Terms.

Each year 3 members of the Committee will step down on a rotating basis. This will give a good balance of new people and experience to the committee.

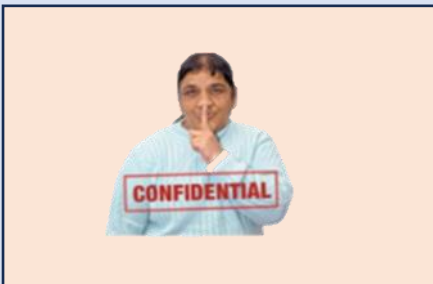


The membership of the committee will elect by open ballot from its members a Chairperson and a Secretary.

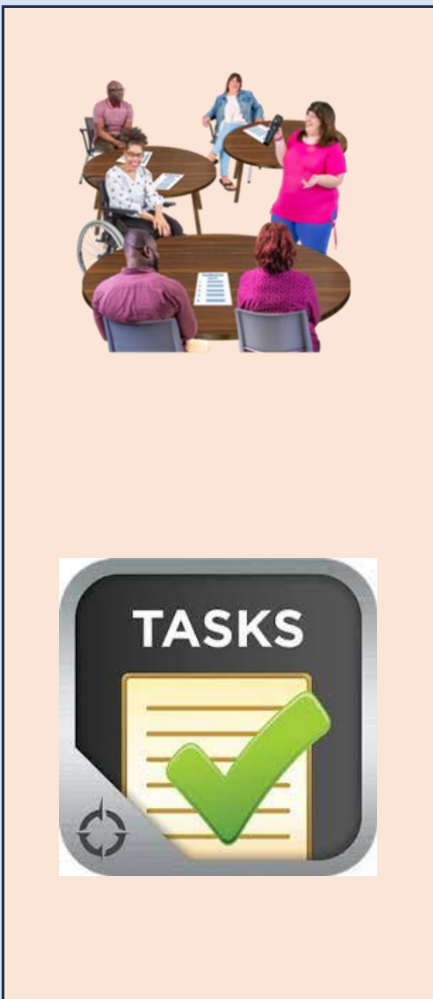


Committee Members commit to:

- Attend meetings.
- Act as Role Models for Voice for Kare.



- Ensure Confidentiality at all times and respect others privacy at all times.



- Go to meetings and conferences and represent the group.
- Carry out any Tasks they have committed to doing to the best of their ability and in a timely manner.
- Be a contact person for the group
- Link with the other groups to pass on and receive Information



Membership of the Groups

Reps (video):

The Voice for Kare Reps group shall consist of a service user Representative from each of Kare's local area's locations and residential houses.



Reps members will be selected by secret ballot from members of their Local Voice for Kare Group.

People can nominate themselves for election onto the Reps Group.



Reps members will serve for 3 years and can serve no more than 3 Terms.

Each Local area can have a Vice Rep. The Vice Rep can support the Rep to carry out their roles and can also attend the monthly Voice for Kare Reps meetings.



The membership of the Reps Group will elect by open ballot from its members a Chairperson and a Secretary.

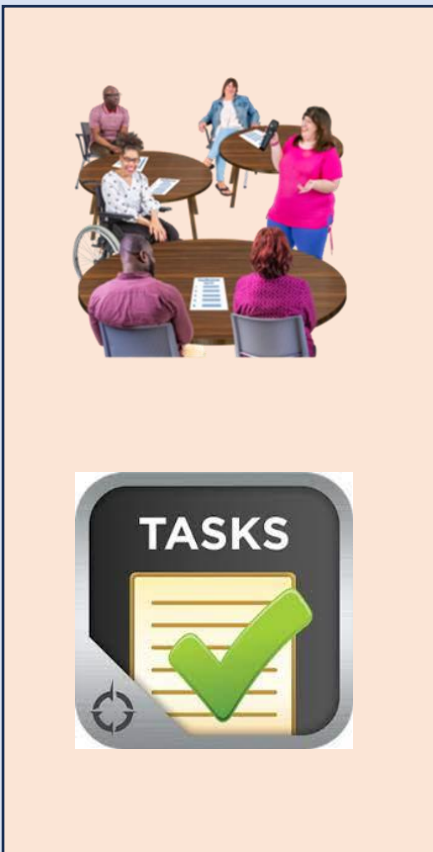


Reps Members commit to:

- Attend meetings.
- Act as Role Models for Voice for Kare.
- Ensure Confidentiality at all times and respect others privacy at all times.



- Facilitate their Local Voice for Kare group meetings.



- Go to meetings and conferences and represent the group.
- Carry out any Tasks they have committed to doing to the best of their ability and in a timely manner.
- Be a contact person for the group
- Link with the other groups to pass on and receive Information



Membership of the Groups

Local Area Groups:

The Voice for Kare local area groups shall consist of the service users of each of Kare's local area's locations and residential houses.



All service users in a local area location can be members of their Local Voice for Kare Group.



Each Voice for Kare Local Area Group will elect a Member and a Vice Member to be their Representative on the Voice for Kare Reps group.



The Local area groups will talk about problems in their local area's and if they cannot be resolved locally then ask Vfk Rep to bring to the Reps meetings for advice

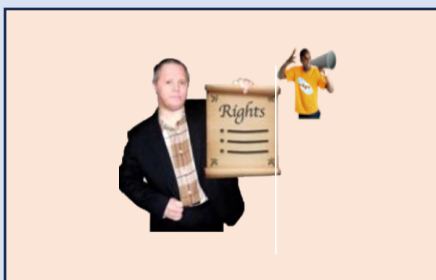


The membership of the Local Area's Group will elect by open ballot from its members a Chairperson and a Secretary. These roles may if needed be filled by the Voice for Kare Rep and Vice Rep of each group.

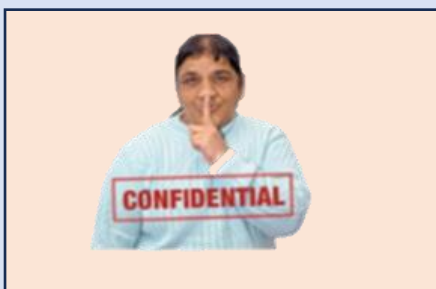


Local Voice for Kare group Members commit to:

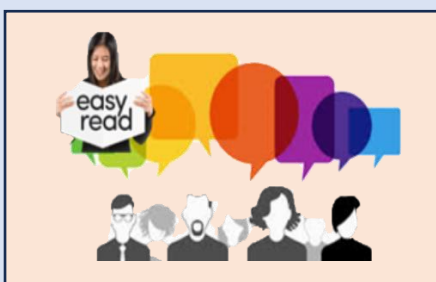
- Attend meetings.



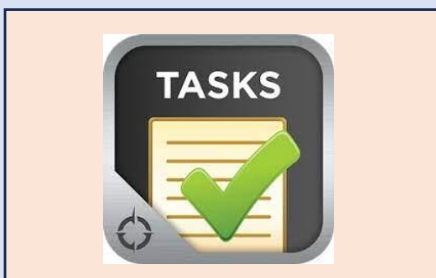
- Act as Role Models for Voice for Kare.



- Ensure Confidentiality at all times and respect others privacy at all times.



- Give feedback on New Kare Policies and information.



- Carry out any Tasks they have committed to doing to the best of their ability and in a timely manner.



The Chairperson of each Group will be responsible for:

- Lead and take charge of the group meeting.



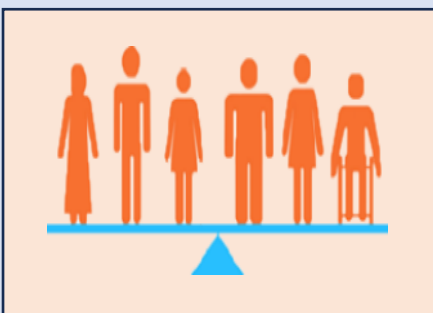
- Make sure each meeting runs smoothly and works well.
- Will make sure everyone is listened to and heard.



- Will help the group stick to the points on the agenda.



- Will work with the Chairpersons of the other groups to pass on and receive information for the Agendas of both groups.



- The Chairperson does not have more power than other members of the group. Everyone in the group is equal.



The Secretary of each Group will be Responsible for:



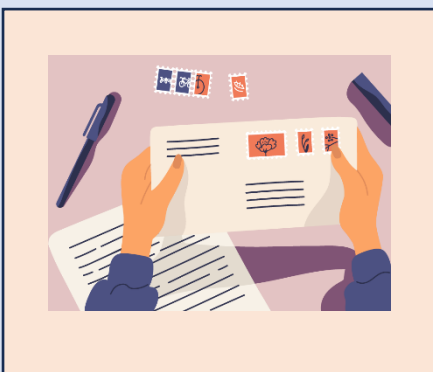
- Prepare agendas for the Group meetings with the Chairperson.
- Preparing the minutes of the meetings.



- It is important everyone can understand the minutes and they will be prepared in an Easy to read format.



- Will work with the Secretaries of the other groups to pass on and receive information for the Agendas of both groups.

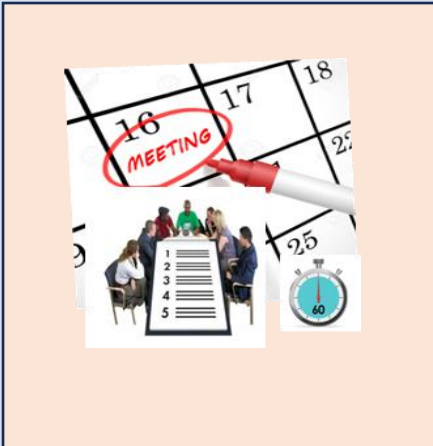


- Let people know when and where the next meeting is and what it is about.
- Writing and receiving letters on behalf of the group.



Committee Meetings:

Committee meetings will be held monthly from 11:00am to 12:30pm on the first Wednesday of each month.



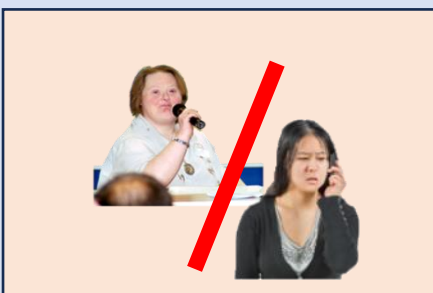
There will be no meetings in the months of August and December of each year.

A calendar of meeting dates and times will be published each December for the following year and put up on the Voice for Kare site on Kare Leap.



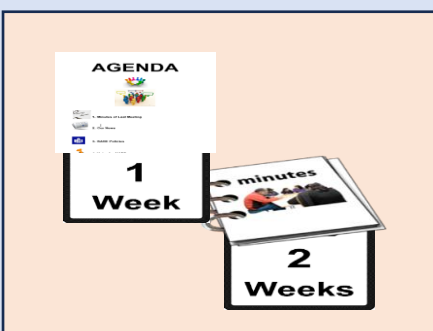
Committee meetings can only be attended by current committee members.

The committee may change the timing and frequency of meetings by agreement.



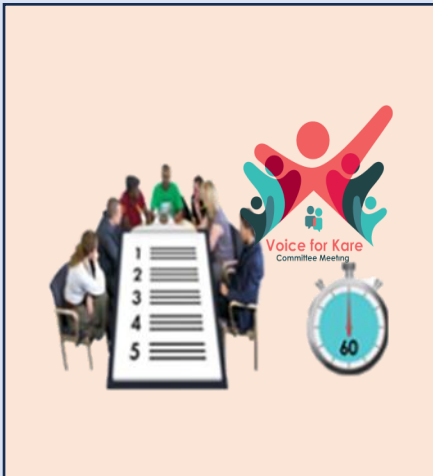
It is expected that members make a reasonable effort to attend all meetings.

Should a member not be able to attend a meeting they must notify the Chairperson prior to the meeting.



Meeting Agendas will be available 1 week before the meetings.

Minutes of meetings will be available within 2 weeks after the meetings.



Reps Meetings:

Reps meetings will be held monthly from 11:00am to 12:30pm on the Third Wednesday of each month.

There will be no meetings in the months of August and December of each year.

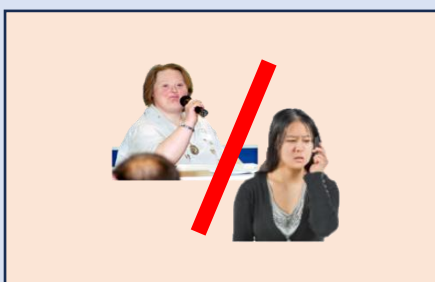


A calendar of meeting dates and times will be published each December for the following year and put up on the Voice for Kare team site on Kare Leap



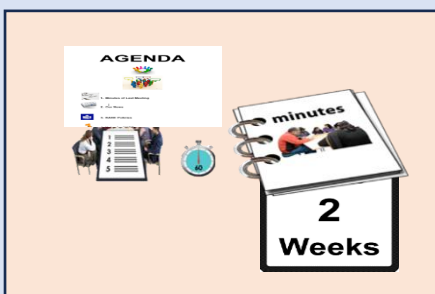
Reps meetings can only be attended by current Reps, Vice Reps and Committee members.

The Reps Group may change the timing and frequency of meetings by agreement.



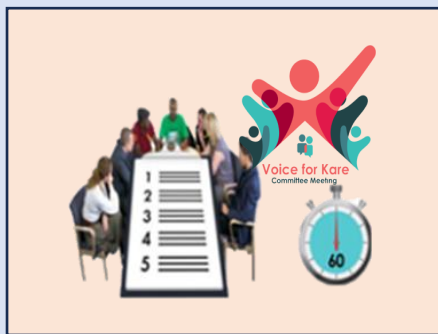
It is expected that members make a reasonable effort to attend all meetings.

Should a member not be able to attend a meeting they must notify the Chairperson prior to the meeting.



Meeting Agendas will be available 1 week before the meetings.

Minutes of meetings will be available within 2 weeks after the meetings.



Local Group Meetings:

Local Group meetings will be held at least monthly but can take place more frequently as each local group prefers.



A calendar of meeting dates and times will be published each December for the following year and put up on the Local area Team Site and put on display in each local area location.

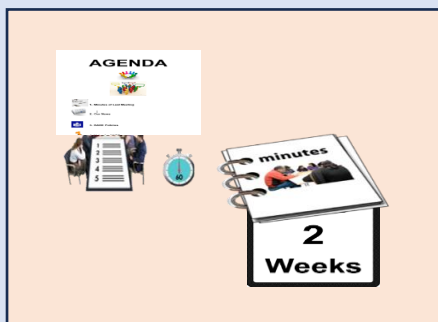


Local group meetings can be attended by all of the local area service users. Other area Voice for Kare members can also attend if invited.

The Reps Group may change the timing and frequency of meetings by agreement.



It is expected that Local Area members make a reasonable effort to attend all meetings.



Meeting Agendas will be available 1 week before the meetings.

Minutes of meetings will be available within 2 weeks after the meetings.



Decision Making and Actions:

Every member of Voice for Kare has a voice and when decisions on agendas need to be made, we will listen to everyone's suggestions.



Issues will be discussed and plans of action if needed will be made as a group.



A vote by show of hands will be taken on any suggested actions and the majority vote will be required for actions and plans on issues raised.

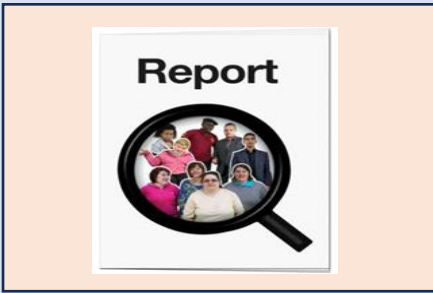


Plan of actions will be broken down into steps and tasks and allocated to different members to carry out.

Members responsible for carrying out tasks will report back to relevant Voice for Kare group committees on the outcomes when completed.

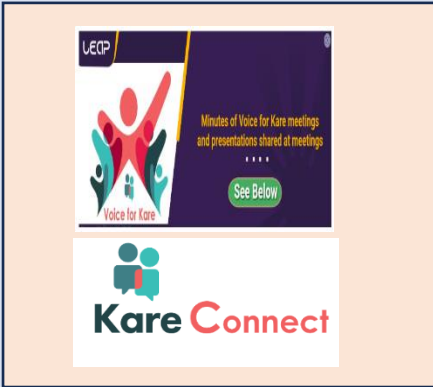


A record of all issues taken on by Voice for Kare and their progress and outcomes will be kept on a Voice for Kare Issues recording sheet.



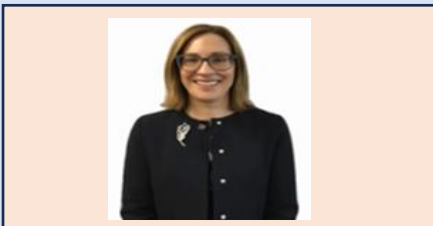
Reporting:

Committee meeting Minutes and Agendas will be made available on the Voice for Kare site on Kare Leap.



Reps Meeting Minutes and Agendas will be made available on the Voice for Kare site on Kare Leap.

Local Voice for Kare group meeting Minutes and Agendas will be made available on the Local area locations Team site on Kare Connect.

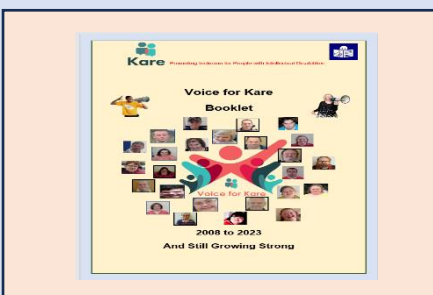


Copies of both Committee and Reps meeting minutes will be forwarded to Deirdre Murphy CEO for her attention.



A Voice for Kare Annual Progress Report detailing the activities and achievements of the VFK will be sent to the Board of Kare and also to the Kare Annual report book.

Voice for Kare will meet with The Board of Kare annually.



Voice for Kare Information Booklet will be available to access on the Voice for Kare Team site on Kare Leap and also on the Voice for Kare section of the Kare Website.



Rules For Our Group Meetings

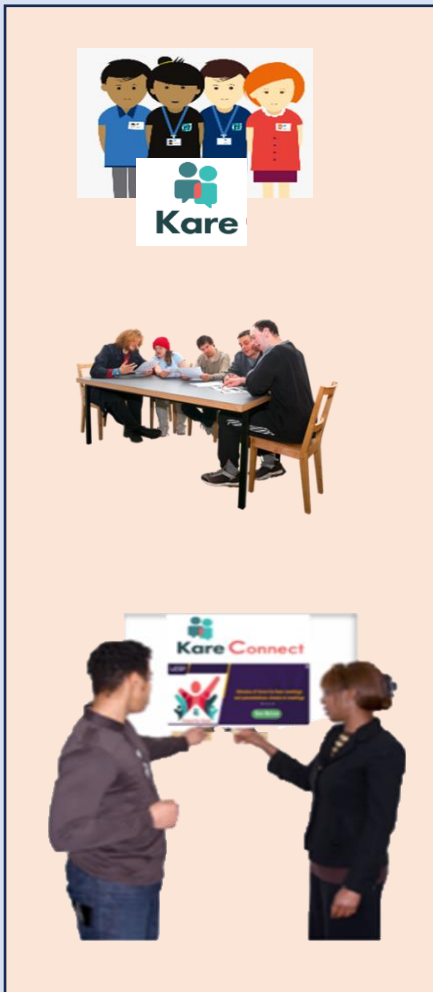
Rules for how everyone will behave at meetings can make groups a safe place where people feel Respected and listened to.

It can help meetings run well.

These rules can help everyone Have a Say.



- Meetings will start and finish on time.
- We will switch off Mobile phones and personal laptops and tablets.
- We will Listen to Each Other.
- Everyone gets a chance to Speak.
- We will stick to the Agenda during meetings.
- All Members are equal when we make decisions.
- We will agree a clear role for Staff supporting at meetings.



Staff Support

The role of staff support in Voice for Kare is to:

- Support committee and reps in their roles and responsibilities when needed. Such as preparing meeting minutes and agendas.
- Supporting Local areas Voice for Kare Groups to run their meetings.
- Uploading Local Areas Voice for Kare meeting minutes and agendas on their Local Areas Team sites on Kare Connect.
- Supporting Members to access voice for Kare information from Kare leap.



As a Voice for Kare Staff support, you are not a member of Voice for Kare.

You may not vote or make decisions.

It calls for a person who is able to suggest and inform, without leading.

A Voice for kare support Staff is a person who is able to support other people's goals, and who works hard for other's success.



This document was designed collaboratively with and reviewed by adults with an intellectual disability.