



Co-design Checklist

Adapted from: Nicoll T & Clark S (2011). Co-Production – how are you doing? A self-reflection tool

Tick the comments which best represent your organisation:

- 1. You refer to the people you support as patients, service users or clients
- 2. People who use the services are not able to contribute to its development because they can't be paid
- 3. Only paid staff have the necessary skills and expertise to offer information, advice or support
- 4. Where your service is located and how it runs is not relevant to the wider community
- 5. You believe you and your organisation are the experts in delivering your service
- 6. A person's illness or impairment is the most important thing your service considers when planning support
- 7. You have policies that mean all staff or volunteers must have a current Police Clearance
- 8. There is no way of recognising any contribution anyone brings to the organisation, other than through the formal payroll
- 9. Management of risk prevents you encouraging people to support each other or support others in the community
- 10. There is no flexibility in how the how the service is run to recognise the other roles people have e.g. parents, family carers, community leaders
- 11. Acting professionally in your service means understanding and keeping clear professional boundaries between paid staff and clients
- 12. Duty of care and client confidentiality are driving forces in how we work
- 13. You understand when people need extra support they know what support they need
- 14. You listen to what people tell you about what works for them and they have some say about the way the service is designed and delivered
- 15. You collect feedback from people who access services





- 16. People can contribute and get rewarded for their time
- 17. People who use the service contribute their time and skills as volunteers and this is recorded and celebrated on a regular basis
- 18. People are allowed to support each other but it is not actively encouraged
- 19. Some clients who present less risk are supported to do voluntary work with carefully selected organisations as part of their Support Plan
- 20. You recognise that people need to contribute and you have a roster of jobs that people are allocated to
- 21. As a service, you get involved in some community events
- 22. Clients are invited to get involved in clubs or societies that you know are welcoming
- 23. The service has a programme of external volunteering opportunities that people can get involved in
- 24. You invite local people and services to organisational hosted events
- 25. When people give feedback you listen to and act on it
- 26. People who use the service are formally involved in recruitment and training of staff
- 27. You listen to people, value what they have to say and the skills they bring as human beings
- 28. The people we support are experts in their own lives
- 29. The way the service is run respects and supports the full contribution that staff and people who use the service make
- 30. Staff working hours are flexible to enable them to fulfil other roles and support hours are also flexible to enable people who use the service to make positive contributions
- 31. Staff facilitate peer support groups that enable people to share their ideas and expertise in a formal and safe setting





- 32. When new people come into the service, they are allocated peer supporters. These are all people who have been selected and have had training about their role and what it entails
- 33. The policies do not stop people maintaining or making friendships and relationships in the local community
- 34. We encourage people to get involved in local clubs, societies or events
- 35. There are clear rules for how the staff should respond if they share an interest or passion with someone and could help them get involved
- 36. You welcome local people to volunteer in the service in a range of ways
- 37. You value the contribution that people who use the service make as equal to that of the paid staff
- 38. People's lived experience AND their broader life experience is central to how the service is run
- 39. Staff and people who use the service are actively encouraged to contribute to the design, running and evaluation of the service
- 40. The work that staff and people who use the service do is formally recognised and they are rewarded in ways useful to them and their lives
- 41. You recognise that if people don't have the chance to 'give back', no matter how good the service is, it still won't help people get a better life
- 42. Part of the staff's job description is to facilitate and encourage people to support each other
- 43. Everyone who uses the service has a valued role in giving something back and you know that the service and staff will never have all the answers and nor should they
- 44. The service and everyone who uses it are seen as members of the local community – a resource, not a separate group





- 45. Supporting people to have friends and relationships outside the service is seen as the biggest success
- 46. Organisational policies encourage staff to use their personal networks to help people build theirs
- 47. We want the organisation to be an active part of the community. To do this we make it part of everyone's job and in all our organisational plans

Scoring:

For every box you ticked, allocate points as per the following:

Questions 1 – 12	1 point
Questions 13 – 24	2 points
Question 25 – 36	3 points
Questions 37 – 47	4 points

TOTAL: _____

Your Scores

- 1 – 12** **YOU HAVENT REALLY GOT THIS**
- 13 – 37** **YOU'VE GOT THE BASICS**
- 38 – 71** **YOU'RE GETTING THERE**
- 72 – 116** **YOU'RE DOING REALLY WELL**

