

PLANNING CHECK LIST

Use this checklist before beginning any co-production activity.

Purpose and Power

- ☐ We are clear about why we are using co-production
- ☐ People with lived experience can influence real decisions
- ☐ We have identified what can and cannot change
- ☐ We are prepared to share power and responsibility

Accessibility and Inclusion

- ☐ Meetings are accessible and welcoming
- ☐ Interpreters or language support are available
- ☐ Transport, childcare or online access needs are considered
- ☐ Information is written in clear and accessible language
- ☐ Trauma-informed support has been considered

Recruitment and Relationships

- ☐ Recruitment is flexible and inclusive
- ☐ Trusted community organisations are involved
- ☐ People understand the purpose of the work
- ☐ Time has been built in to develop trust and relationships

Recognition and Support

- ☐ Payment or reimbursement has been planned
- ☐ Participants understand what support is available
- ☐ Mentoring or check-ins are offered
- ☐ Contributions will be acknowledged and valued

Feedback and Accountability

- ☐ People will be told how their input influenced decisions
- ☐ Feedback processes are clear and transparent
- ☐ There is a plan for ongoing involvement where appropriate

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I have sat on interview panels, joined advisory groups, brought my perspective to trustee discussions and worked alongside decision-makers. Those opportunities have shown me that my experience has value and that my voice can help shape change.

-M, lived experience of seeking sanctuary

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