

citizenship review

a handbook for facilitators

Review process developed by Helen Sanderson based on the Keys to Citizenship, A Guide to Getting Good Support Services for People with Learning Difficulties by Simon Duffy (2003). Published by Paradigm Consultancy and Development Agency Ltd. available from www.paradigm-uk.org

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purpose of the review

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The citizenship review builds on the important to/for review. In the citizenship review we now look at what is possible, set priorities and then work out how to make this happen for the individual.

setting the scene

Who will be invited?

Who the person wants there.

Who is important in the person's life.

Who needs to be there/professionals.

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Invitations

The person should be involved in sending out the invitations.

The person should decide on the date, time and venue (within service limitations).

setting the scene

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Support the person to gather information about what is important to them for the future and what might help them to achieve it.

Ask other people invited to the review to think about the same areas from their perspective.

Identify good things that have happened in the person's life since the last review and progress on the action plan.

Information should be brought to the meeting in a way the person can understand ~ pictures, photographs and symbols.

citizenship headings

It is very helpful if you can share what is locally available for each of the areas below e.g local advocacy groups.

1. Self determination

The person being in charge of their own life, being listened to and making decisions. (Advocacy, communication, circle of support)

2. Direction

What the person wants to do in their life and how to make it happen. (Person centred planning)

3. Money

Having control of their money. (Having own money, getting a job)

4. Home

A place to relax. (A home of their own, living with family)

5. Support

Help to do things that they want help to achieve. (Having their own staff, supported living)

6. Community life

Enjoying activities and making a contribution to the community. (Build on existing relationships, join in community life)

flipchart headings

Who's here?

What we like and
admire about

(taken from the important
to/for review)

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flipchart headings

Purpose
of the meeting

Ground rules

Good things that
have happened
since last review

Questions to
answer

flipchart headings

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At the start of the meeting ensure only the main headings are displayed. Sub headings are put up during the meeting, as they are explained.

Self determination

advocacy
communication
circle of support

Direction

person centred plan

Money

my own money (individual budget)
get a job

Home

have my own place
live with my family

Support

have my own staff
supported living

Community life

build on existing relationships
join in community life



Action plan

the review meeting

Before the meeting

Arrive in enough time to put the paper on the walls before people arrive. Make sure the paper is accessible for everyone, especially the person.

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Create a relaxed and informal atmosphere. Think about refreshments and music with the individual beforehand.

At the start of the meeting

Ask everyone to sign in (who's here?) as they enter the room.

Introductions

Introduce yourself as the facilitator.

Ask everyone to introduce themselves and say who they are.

What people like and admire about the person

Read out the list gathered at the important to/for review and record any new contributions.

Explain

The purpose of the meeting and what will happen in the meeting.

the review meeting

Ground rules

Discuss and agree ground rules for the meeting. (No jargon, everyone's contribution is valuable, take responsibility to cover what you need to cover, listen without interrupting, confidentiality, turn mobile telephones off, there is no such thing as a silly question.)

Good things that have happened since the last review

Do a round and ask everyone for something that has gone well since the important to/for review.

Write this up, then quickly go through the action plan from the last meeting and add completed actions to the poster.

Add any incomplete, but still relevant, actions to the questions to answer poster.

Explaining the headings

One by one, explain each heading and place the sub headings under the main headings.

the review meeting

Sharing and prioritising information

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Put the music on (if the person wishes).

Invite people to write comments and possibilities next to the sub headings on the flip charts. This will take around 10 - 20 minutes. Ensure the person is supported.

Next ask people to identify priorities for discussion by placing stickers next to the areas they consider to be the most important to the person. Give each person 3 stickers (ask people not to place more than 2 stickers on the same area).

the review meeting

Count the number of stickers placed on each area and ensure areas that have attracted the most stickers are discussed and actioned first. (Only discuss areas with small number of stickers if there is enough time.)

As each area of discussion is introduced, explain local possibilities, options and opportunities. Ask people to contribute their knowledge.

Support everyone to take part in the discussion.

Reviewing the information and action planning

the review meeting

Reviewing the information and action planning

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Support people to develop actions that are practical, positive and realistic.

All actions should detail what, when, where and who.

Information listed under questions to answer should be discussed and actioned as necessary.

Identify one person to pursue outcomes and check the citizenship review is being actively followed.

the review meeting

Closing the meeting

Finish by asking everyone in turn to share what they appreciate about the meeting.

Offer people the chance to share their thoughts about the review process and make any suggestions for improvement.

Check who will be responsible for putting the meeting notes together and who will distribute them.

Take all the paper down
from the walls

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