

## Team reflection on meeting co-design capabilities

For each of the co-design capabilities, choose the response that you think best reflects how the team is functioning at present.

What good practice looks like	Always	Sometimes	Never
<b>Collaboration capabilities</b>			
Everyone involved feels represented in the final product and comfortable and ready to take action on the outcome			
We have a sense of unity and trust within the co-design team			
We embed reflection through the co-design process			
We enable the process to move forward and recognise change is a dynamic process that needs to be managed			
We model collaborative practices at all levels			
We make sure the right groups are represented			
We ensure people involved in the co-design process have relevant lived experience			
We decide the principles that will underpin the collaboration together			
We create time and space to reflect on the collaboration			
We raise and discuss concerns or issues and, where possible, resolve these together			
We share knowledge and information about co-design with everyone			
<b>Openness capabilities</b>			
We share data and outcomes openly			
We match communication and methods of collaboration to individuals' needs and preferences			
We role model the need to press 'pause' during a discussion to check if people agree			
We create a safe space that will allow everyone to express their opinions and value them equally			
We recognise that there are power imbalances and we work together to shift the dynamic			
We support people to be open and examine their own assumptions and biases			
We ensure there is transparency and agreement from the beginning about how decision-making processes will work			

What good practice looks like	Always	Sometimes	Never
We are transparent about the co-design process including the methods used, decisions and outcomes			
We are open to change even when the solution is not defined			
<b>Respect capabilities</b>			
There is a policy for compensating people who have lived experience of a health condition and carers for their time and input into the co-design process			
Both people who have lived experience of a health condition and clinicians feel empowered to speak up			
We have broken down traditional power relations and professional hierarchies with an understanding that expertise comes from a range of sources			
We made an agreement at the beginning of the process around equal participation and involvement and we renew this regularly			
We have a plan for how conflict will be managed respectfully and it was discussed and agreed at the beginning			
We make co-design resources accessible to different groups			
People are free to be authentic and honest without fear of consequence and judgement			
We have respect for expertise, experiences and reasons for involvement			
We ensure that there are equal numbers of staff and people who have lived experience of a health condition on the co-design team			
We recognise and reduce barriers to participation			
<b>Empowerment capabilities</b>			
We place trust in the expertise of participants			
We recognise power imbalances and have space to explore and balance them			
There is a feeling of confidence, equity, inclusion and trust within the team			
There is support and training provided to build capacity to contribute to the process			
We have an understanding of the common barriers to using a co-design method and an active commitment to address them			
We use inclusive and respectful language with no jargon or acronyms			
We have created a culture where you can learn from mistakes and share them			
Everyone feels that they have a voice and will be heard			

What good practice looks like	Always	Sometimes	Never
Everyone is familiar with co-design and understands it			
We have a publicly accessible 'vision statement' along with a commitment to take action			
Everyone is given the time to participate and everyone is provided with different ways to be involved and support the co-design process			
Everyone's contributions are acknowledged and valued			