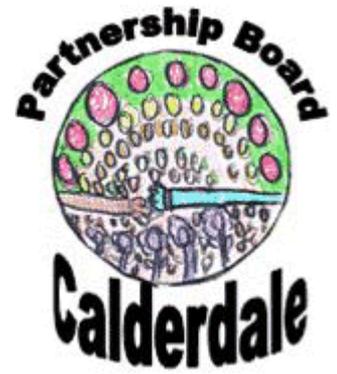


Learning Disabilities Partnership Board



Terms of reference

This says what we will do and how we will do it

What is the Partnership Board for?



- **To work together to make things better for people with a learning disability:**

- Improve quality of life for people with a learning disability
- Make sure that people with a learning disability have the same opportunities as everyone else.



- **To help everyone who is involved to have their say:**

- Give people a chance to have a voice and ask questions
- Represent people with learning disabilities and their families – bring their questions and ideas
- Tell Calderdale what we think and be listened to



- **To share information:**

- Find out what is happening in Calderdale and throughout the country
- Find out about future plans
- Share and debate ideas
- Discuss important documents



- **To influence decisions:**

- Bring together people with lots of experience and knowledge and work together to bring change
- Make sure other people and services, and the agencies who write policies, think about how they affect people with learning disabilities and their families
- Have a say in how much money is spent on learning disabilities services
- Influence other partnerships that are important in Calderdale
- Help other agencies to consult with the Partnership Board

- **To make things happen:**



- Make sure Calderdale's strategies for people with learning disabilities lead to action
- Make sure that what's said in important national documents that affect people with a learning disability is actually happening
- Hold services to account, support and challenge them



- **To talk about the Big Things that affect lots of people:**

- To find out what the main things are that affect people in Calderdale and agree the work plan for the Board
- The Board plans and agrees its own agendas
- The Board decides if it can talk about issues that are raised by asking:
 - Is it something that affects lots of people?
 - If not, where else should the issue get raised?
 - Who is going to raise it?

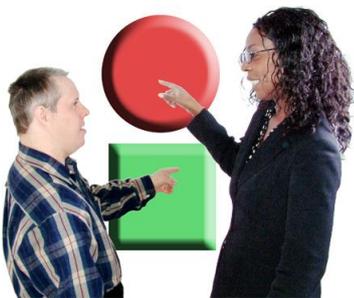
How does the Board make sure this happens?



- Checks things get done and finds out if it has made a difference for people
- Gets to know what is happening and shares information
- Helps everyone who is involved to have their say
- Makes sure there are plans leading to actions
- Links into other meetings
- Has subgroups and task groups for particular pieces of work



How will we make decisions?



- We have information at the Board that is understandable by all the members
- We will talk about issues and be clear about the things that need decisions
- We will try to reach agreement
- We will have a vote when people do not agree with each other
- When we make decisions to do something we will be clear on when and how we will check it has been done
- We will be clear about who is doing it

What will we check up on?



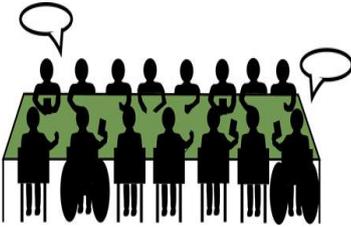
- That the quality of people's lives is improving
- How well people with learning disabilities and their families are involved
- That people are doing the jobs they have said they will do
- How well the Partnership Board is working
- Whether we are achieving our goals

How will we check how we are doing?



- By talking to people
- By having clearly agreed actions
- By having good feedback from the Partnership Board sub-groups
- By measuring progress
- Where possible, we will use evidence to look at how effective we have been

Who does the Partnership Board report to?



- Other people need to be sure that the Partnership Board is doing a good job
- And every year, the Partnership Board must complete an annual report for the national government.

How will we communicate with people?



- Information in the Lead the Way Newsletter to tell people who cannot come to the meetings what is happening



- We will make sure people with a learning disability, networks of service providers, family carers and staff are fully involved in the work of the Partnership Board



- We will consult with people about our plans
- We will always think about other good ways to communicate

Partnership Board Meetings

Who chairs the Board?



Co-Chairs:

- Self advocate
 - to be elected by the Board from the self advocate representatives

The Co-Chair will have support from a Lead the Way facilitator.

Who are the members of the Board?



Representatives

- People with a Learning Disability
- Family/Carer
- Health and Social Care
- Service Providers
- Education
- Transition



Elected members

The Cabinet Member for Health, Care and Independent

Local Authority and Health Officers

- Head of the Joint Learning Disabilities Service
- Commissioning Officer for Learning Disabilities (Local Authority)
- Representative of Community Learning Disabilities Teams
- Representative of Children's Services
- Representative of Learning Disability Clinicians
- Commissioning Manager for Learning Disabilities (Clinical Commissioning Group)

Subgroups

- Representatives from other services (eg. housing, transport, employment, education, leisure etc) should be drawn on when necessary and included in the subgroups/workstreams of the Board
- The chairs of each subgroup should take responsibility for inviting the relevant people to attend Partnership Board when discussions are taking place around their areas of responsibility



How often do we come to meetings?



- All members of the Partnership Board are expected to attend each meeting
- If any members cannot attend, they should send apologies before the meeting
- If representatives cannot attend Partnership Board, they may send a deputy

How do we behave at meetings?



Listen



Respect



Give everyone a chance to talk and be heard



Have fun

~~LDDF~~

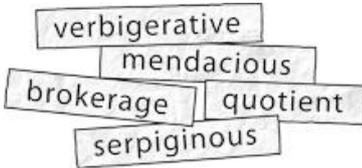
Use full words = "Learning Disability Development Fund"



It's ok to challenge or question people



- People have the right to complain if they don't think we are sticking to the rules



- No big words – speak in a way that means everyone can be involved



- No such thing as a silly question

How do meetings work?



- Board meetings will happen on a Thursday bi monthly
- They will be at Shibden Mereside
- The meeting will start at 10.00am and finish at 1.00 p.m.
- Lunch will be provided





- We will be clear about the purpose of each item – what we will discuss, decide or share.



- We will focus on the most important things



- Everyone will be clear on what they are being asked to do



- People who attend on a voluntary basis (self advocates, family carer representatives) will be paid for their travel expenses

Agendas and minutes



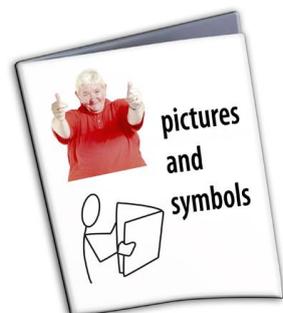
- All papers will go out 2 weeks before the meeting. This will give people time to read them.



- There should be enough time on the agenda for each item



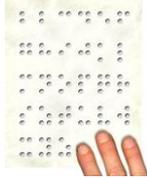
- All presentations to the Board must:
 - ✓ Be in plain English and use the Partnership Board template
 - ✓ Aim to be no more than 6 slides long
 - ✓ Sent in by the end of the week before the Partnership Board meets



- Minutes will be written in plain language. They will use size 14 font and have pictures to make them easier to understand.



- Minutes will be sent out quickly so that people can give feedback



- We can make the minutes available in a different format, if people ask for this.



- We will plan in advance what is coming on the agenda

