



Terms of Reference - The rules of how we will work

□ What is the Partnership Board for?



The Partnership Board is here to improve the lives of people with a learning disability. We will do this by helping people to be more independent, be healthier and have more choice and control over their lives.

□ What is important to the Board?



The four main principles of Valuing People Now are:

- Rights
- Independence
- Control
- Inclusion



To make sure the views and concerns of people with a learning disability are heard, respected and thought about. This will include the sharing of local and national information, publicising the Partnership Board meetings and having minutes in easy read with pictures and audio.



To bring together local plans and partnerships to make sure that everyone works well together to meet the needs of people with Learning Disabilities.



To make sure that everyone is committed to equal opportunities, regardless of race, age, disability, gender, sexual choices or religion.

□ What do we want to achieve?



The Learning Disability Partnership Board will make sure that the 'A Good Life for Everyone' strategy in response to Valuing People Now is delivered and the lives of local people with a learning Disability are improving.



NHS Warwickshire and Adult Social Care, Warwickshire County Council have recently changed the way they work.

Partnership Board



The Partnership Board will make sure the Joint Commissioning Strategy is delivered as this is also part of a wider programme of change called the Transformation programme. This programme will be looking at improving all our services.

□ How will we do this?



- We will make sure an action plan is developed with how much money is going to be spent. This will set what is important to do first, targets and responsibilities for achieving these changes.



- Links will be made with other partnerships, developments and other strategies (plans).



- We will work with other departments and organisations to look at improving the way we all work.



- We will monitor, review and evaluate how we are moving forward with the plan.



- We will let people know what is happening with the action plan using newsletters and the Partnership Board website.

Sub-groups



- We will report to the Learning Disability Warwickshire Health and Social Care Learning Disability Strategic Board and other relevant strategic groups.

- To make sure that strategies and plans will continue to be developed and delivered through the Partnership Board subgroups.

□ When are the meetings?



- Partnership Board meetings will happen every other month.
- They will be held in the North and the South of the County, so that it is fair for everyone to attend.

□ Chairing the Meeting



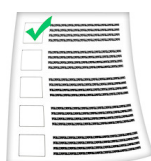
- The co-chairs will be agreed every year. One of the Co-chairs must be a person with a learning disability and the other a senior officer from Adult, Health and Community Services or a County Councillor.



- **The role of the co chairs will be to:**
Give strong leadership to support and make sure Valuing People Now happens. To be committed and gain trust of all people with an interest in learning disabilities and the Partnership Board.



- Work together with other board members to represent and raise awareness of the Learning Disability Partnership Board at events and activities as agreed with the Board.



- Agree Board agendas and make sure that people do what they say they are going to.

□ Who is on the Partnership Board?



- All members of the Board have an equal position, equal say and have the chance to speak out.

The Partnership Board should include:



- 7 people with a Learning Disability including a member from the black and minority ethnic community.

- 2 Carers - 1 from North Warwickshire and 1 from South Warwickshire.



- 1 Police Officer

- 1 Senior Manager from Coventry & Warwickshire Partnership Trust.



- 1 person who represents Independent Service Providers in Warwickshire



- 1 Commissioning Development Manager, Warwickshire Primary Care Trust, NHS



- 1 person who represents safeguarding adults in Warwickshire.



- 1 Councillor from Warwickshire County Council.

- 1 Service Manager from Warwickshire's Adult Health and Community Services



- 1 Senior Manager who represents Children's Services from Warwickshire County Council.



- 1 representative from the Customer Engagement Team. Warwickshire County Council

- 1 person who represents Learning and Development from Warwickshire County Council.

- 1 service manager who represents learning disabilities from Warwickshire County Council.

□ All members of the Board must be able to:



- Have enough information to make informed decisions.



- Encourage its members to talk to people in their own group or forum about different issues, and then report their ideas and suggestions to the Partnership Board.



- Commit to the role on the partnership Board and make sure that they attend meetings and take part in activities to support the Board.

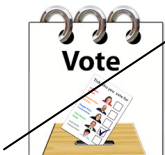


- Raise awareness and tell others about the work of the Partnership Board throughout their organisation, forum and the public.

□ Non voting members



- The Board can agree to invite non-voting members to join.
- They will be called co-opted members.



- They can take part in all talks and activities of the Board but will **not** have a vote when there needs to be a decision made.

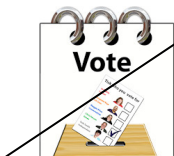
□ Observers



- The Partnership Board is an open public meeting.
- The number of observers will need to be limited because of the size of the meeting room.



- People who wish to attend will need to contact the Partnership Board Office to let them know of their attendance.



- Observers will **not** be allowed to vote when there needs to be a decision made.

We will review the membership of the Partnership Board and look at having new members every 2 years.

□ Meeting Rules - During Meetings people will:



- Use the traffic light cards.
 - Only one person to speak at a time
 - Listen when people are talking and give people time to say what they want.
 - No Jargon.
 - Keep to the agenda.
 - Respect everyone in the meeting.
 - Please turn mobiles off or onto silent.
- **Time break for decisions.** After a discussion take a break to give people time to think before voting or asking any final questions.

□ How will we communicate with people?



- Produce a newsletter to say what the Partnership Board is doing and what is happening in services every 3 months.
- We will have information available on the Warwickshire Learning Disability Partnership Board website to share what work is being done and why.

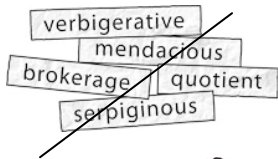
□ The Learning Disability Partnership Board Office:

The two key areas of work of the office:

Administration:



2 weeks



- Produce minutes, agendas and supporting information for the Partnership Board and Subgroup meetings which are available in plain language with pictures.
- Send out Partnership Board minutes to members at least 2 weeks before the meeting.
- Make sure that where possible all documents do not have jargon and also have pictures.
- We will make sure all rooms for Partnership Board meetings are accessible.
- Go to local and national events to raise awareness of the Partnership Board and its work.
- Provide a leaflet with information about the Partnership Board and its members.
- Make available video and recording cameras to help people make their information more accessible.
- Follow up any queries and comments from other organisations and the public about the Partnership Board and its work.

Information:

Partnership Board



- The Partnership Board Office will be the central point or the hub of information to the public and other organisations which support people with a learning disability.

We will:



- Gather information about learning disabilities and keeping in touch with other local boards so the Board is up to date with local and national information.



- We will make sure there is joint working and any important information received is passed to members of the Board and other organisations.



- Produce a newsletter every 3 months, which will tell Partnership Board members about what is happening in the subgroups and any other important news.



- This will also be sent out to other organisations and available on the Partnership Board website so that people are aware of the Board's work.

□ Website



- All Partnership Board and Subgroup meeting papers and any other supporting documents will be available on the Learning Disability Partnership Board website.



- All documents on the website will have an audio version.

□ Contact the Partnership Board Office



Address: Saltisford Office Park, Warwick CV34 4UL

Tel No: 01926 742414



Email address:

ldpartnershipboard@warwickshire.gov.uk

Website address: <http://warwickshire.ldpb.info>

