

Leicester City Learning Disability Partnership Board

Terms of Reference

(meeting rules)



The Leicester Learning Disability Partnership Board will work together to:

	<ul style="list-style-type: none"> • Protect people's rights
	<ul style="list-style-type: none"> • Protect people's independence
	<ul style="list-style-type: none"> • Protect people's choice and control
	<ul style="list-style-type: none"> • Protect people's inclusion
	<ul style="list-style-type: none"> • Help organisations to work well together and with people to make sure services are well connected.
	<ul style="list-style-type: none"> • Be sure that services make it easy for young people with a learning disability move from Children's to Adult services.



- Help to write the Big Plan for learning disabilities and make sure everyone is working together to make it happen.



Who will run the meetings?

	<ul style="list-style-type: none"> • The Director for Adult Social Care and Commissioning is the co-chair
	<ul style="list-style-type: none"> • A 'We Think' group member is the co-chair
	<ul style="list-style-type: none"> • The Lead Commissioner for Learning Disabilities is the deputy chair
A group of seven people, including men and women of various ages and ethnicities, are sitting around a rectangular wooden table in a meeting room. They appear to be engaged in a discussion.	<ul style="list-style-type: none"> • They will run the meetings, so everyone has a chance to speak.



- The Terms of reference (meeting rules) for the group will be reviewed and agreed by the board members in April every year

Who will attend the Leicester City Learning Disability Partnership Board?

	We will involve people from different groups so that everyone can have a say about how services could be better. We will include:
	<ul style="list-style-type: none"> • People with learning disabilities
	<ul style="list-style-type: none"> • Family and friends who provide unpaid care



- People who provide paid for care and support



- People who spend government money to provide services

We will influence the planning and buying of services.

	We will look at how services are making sure that they think about:
	<ul style="list-style-type: none">• The learning disability 'Bill of Rights Charter'
	<ul style="list-style-type: none">• The Health Charter• The Carers Charter
	<ul style="list-style-type: none">• The NHS 10-year plan
	<ul style="list-style-type: none">• Equality Act 2010



We will ask how services meet the needs of people with learning disabilities in:

 <p>Council</p>	<ul style="list-style-type: none">• Social Care
 <p>Hospital</p>	<ul style="list-style-type: none">• Health Care
 <p>Workplace</p>	<ul style="list-style-type: none">• Jobs, advice and Benefits
 <p>College</p>	<ul style="list-style-type: none">• School, College and Learning Services
 <p>Tenancy Agreement</p>	<ul style="list-style-type: none">• Housing and homes services

How will we learn lessons to make services better for people with learning disabilities?

	<ul style="list-style-type: none">• We will ask for important information to help us to:
	<ol style="list-style-type: none">1. Fill out Joint Health and Social Care Self-Assessments.
	<ol style="list-style-type: none">2. See if services work well for people with Learning Disabilities.
	<ul style="list-style-type: none">• We will share important data with each other.
	<ul style="list-style-type: none">• We will learn from other work like the LeDeR yearly reports





Subgroups and Delivery (Doing what needs to be done)

	<ul style="list-style-type: none"> • The Learning Disability Partnership Board will have 2 subgroups:
	<ul style="list-style-type: none"> • A Social Care Group • 'We Think' will help the Social Care group.
	<ul style="list-style-type: none"> • A health care and health lifestyles group • Healthwatch will support the health care group
	<ul style="list-style-type: none"> • Both groups will have some actions from the 'Big Plan' <p>The Big Plan says what services and support the council, NHS and partners will put in place to improve the lives of people with learning disabilities and their family carers in Leicester.</p>



- Both groups will provide updates to the learning disability partnership board at each meeting

We will also work with other partnership boards where we have the same goals:

	These will include:
	<ul style="list-style-type: none">• The Carers Reference Group (The Carers got Talent Group)
	<ul style="list-style-type: none">• The Transitions Delivery Group
	<ul style="list-style-type: none">• The SEND Board (for Children with learning disabilities and difficulties)
	<ul style="list-style-type: none">• The Big Mouth Forum

Meeting Times and Venues

	<ul style="list-style-type: none"> • The Learning Disability Partnership Board meets 4 times a year.
	<ul style="list-style-type: none"> • Once a year we will meet and see if we can improve how the meetings work.
	<ul style="list-style-type: none"> • Meetings will be online until it is safe for people to meet in person.
	<ul style="list-style-type: none"> • We will support people with IT, where we can to ensure people can attend meetings.
	<ul style="list-style-type: none"> • We will review how we meet every three months until we are able to all meet face to face.

Voting



- Sometimes there may need to be a vote to make a decision.
- Only some people will be able to vote, these will be:



- All of our local leaders who are full members of the board.








- All family and friends who are unpaid carers and are members of the board.








- One person per organisation who are full members of the board.






General Meeting Rules

 A man in a blue shirt is holding a white sign with a numbered list: 1. ___, 2. ___, 3. ___. He is pointing at the sign with both hands.	<ul style="list-style-type: none">• Each meeting will have an agenda, which is a plan we will all follow.
 A sign with the text 'easy read' at the top. Below the text are three icons: a person speaking, a group of people, and a list of lines representing text.	<ul style="list-style-type: none">• All papers will be written so everyone can understand them.
 A spiral notebook with the word 'minutes' written on the cover. The cover also features a photo of three people sitting around a table in a meeting.	<ul style="list-style-type: none">• Papers will be sent out 2 weeks before the meeting, so everyone has time to read them.
 A large stopwatch is shown in the center. To the left of the stopwatch stands a woman in a patterned top, and to the right stands a man in a blue shirt. They appear to be timing an activity.	<ul style="list-style-type: none">• There will always be a ten- minute break.
 A man in a blue and white checkered shirt is sitting on a stool. He is holding a green card that says 'I want to speak' in white text.	<ul style="list-style-type: none">• Everybody should use their cards or raise a hand and take it in turns to talk.

Be Clear in Meetings

	<ul style="list-style-type: none">• Use words that everyone can understand.
	<ul style="list-style-type: none">• Do not use jargon or abbreviations.
	<ul style="list-style-type: none">• When talking, keep it short and clear for people to hear and understand.
	<ul style="list-style-type: none">• Check that everyone understands what you are saying.
	<ul style="list-style-type: none">• Do not interrupt, only one person should speak at a time.

Presentations

	<ul style="list-style-type: none">• Presentations must be sent into the office TWO WEEKS before the board meeting.
	<ul style="list-style-type: none">• Presentations can include facts and figures but must be relevant for people with learning disabilities.
	<ul style="list-style-type: none">• Information should be shared by PowerPoint, video or handout, not just by speaking.
	<ul style="list-style-type: none">• People giving presentations should keep to time allowed.
	<ul style="list-style-type: none">• Presentations should be easy to read and easy for everyone to understand.

Coming to Meetings

	<ul style="list-style-type: none">• If you cannot come to a meeting you should let someone know as soon as you can.
	<ul style="list-style-type: none">• If you cannot come, then somebody who can make decisions, should come to the meeting in your place
	<ul style="list-style-type: none">• Do not interrupt: one person should speak at a time.
	<ul style="list-style-type: none">• Listen to the Chair or Co-Chair when they ask for quiet so somebody can be heard
	<ul style="list-style-type: none">• Do not talk when other people are talking. RESPECT one another

Members of the Learning Disability Partnership Board

	<p>People with learning disabilities represented by 'We Think'</p> <p>Share experiences and be a key partner in creating the Big Plan.</p>
	<p>Carers</p> <p>Share real life experiences and represent people who care for people with a learning disability.</p>
	<p>Lead Commissioners</p> <p>Will listen to the board about services paid for by Leicester City Council.</p> <p>Will set commissioning goals and work to carry out the Big Plan.</p>



Head of Service for Learning Disability Team

Will give updates on how the Learning Disability team is trying to improve its work for people with Learning Disabilities.

Work to make sure helpful, fair, and appropriate assessments are completed and care packages are reviewed.

Head of Service for Enablement



Will tell the board all about services for people with learning disabilities that Leicester City Council offer.

Will tell the board about changes and issues and answer questions that the board have about current and future council services.



Public Health

Will tell the board about sport, health and physical activity services and support in Leicester.

Will listen to the board about how well services are working for people with learning disabilities.



Integrated Commissioning Board

Will listen to the board about the health services for people with learning disabilities and tell the board how well we are doing with health checks for people with learning disabilities.

Will set commissioning goals and work to carry out the Big Plan.



University Hospitals of Leicester

A special liaison Nurse will listen to the board about people with learning disabilities and make sure that people are treated well.



Leicestershire Partnership NHS Trust

Will tell the board about the Learning Disability team and listen to the board about how well their Service is doing.



Leicestershire Police

Will listen to the board about keeping people with learning disabilities safe in their community and help spread a message.

Hate Crime Officer

Will listen to the board and try to make Leicester a safe place for people with learning disabilities.



Leicester Safeguarding Adults Board

Will tell us how safe services in Leicester are for people with learning disabilities.



Department of Work and Pensions

Will listen to the board and try to make better employment opportunities for people with learning disabilities.



Care and support providers

Will listen to the board about what's important when supporting people with learning disabilities.

Will share important information with people we work with and support.

Will share views of people with learning disabilities and carers we work with.