

Leicester City Learning Disability Partnership Board



Terms of Reference (meeting rules) 2018-2019

The Leicester Learning Disabilities Partnership Board will work together to protect peoples:



Rights



Independence

Choice



Control

Chairs and Co-Chair and Deputy Chairs

The Board is co-chaired by the Lead Councilor for Adult Social Care and a co-chair with a person with a learning disability. The co-chair is a paid post, selected after interviews and supported by advocates from Mosaic. The deputy Chair is Director of Adult Social Care and Commissioning.



The Chairs of the meeting and the co-chairs must be listened to and will make sure that all members get an equal chance to take part.

What the Leicester Learning Disabilities Partnership Board will do:



The Board will make sure that the values of Rights, Independence, Choice and Inclusion are respected, to make a better life for people with a learning disability.

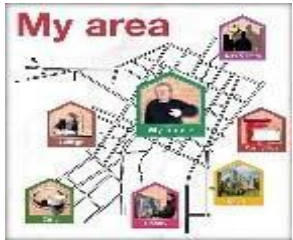


The Board will involve people of different age groups and from different groups, including people with a learning disability and carers, so that everyone can have a say about how services could be better.

The Board will help different organisations to work well with each other, and with the people to create well connected services for people with learning Disabilities and their family carers.



The members of the Board will work together to influence the planning and buying of services. These services should fit with the values of the Board, learning disability 'Bill of Rights Charter' the 'Health Charter' and the 'Carers Charter'



The members of the Board will work together to help local services providing opportunities for health care, education, employment and benefits, understand the needs of people with learning disabilities.



The members of the Board will work together to be sure that services make it easy for young people with a Learning Disability move from Children's to Adult services.



The Board will collect important information so that it can fill out the Joint Health and Social Care Self Assessment when needed, and make sure the services are working for people with Learning Disabilities well. The members will use this information to plan the work of the Board and its sub groups.

The Leicester Learning Disability Partnership Board & Subgroups.

The Leicester Learning Disability Partnership board will have oversight of work that is completed by board subgroups and task and finish groups (this is currently a proposal). The work of the board will have 8 strands some of this work will be completed by subgroups and others will be completed by single organisations. The board and subgroup structure will be:



The groups will complete work delegated to them which will form part of a Strategy Delivery Plan



- The Board will check that it is working to the Terms of Reference.
- The Board also checks that the sub groups are working to the Terms of Reference
- The Terms of reference for the group will be reviewed and agreed by the board members every year. .

Meeting Times and Venues



- The Learning Disability Partnership Board meets 4 times a year.
- There will be a session that will focus on how we can improve each year.
- The sub groups of the Board will meet 4 – 6 times a year.
- Each sub group will present an update to the Board 2 times a year.
- Meetings will take place in a venue that is easy for all members to use.
- Venues will need to be central and accessible

Voting – there may be some decisions that the board need to take. Sometimes there may need to be a vote.

- Only members of the Board can vote. Visitors to the meeting cannot vote, each organisation represented at the board will have one vote. Local leaders and carers who sit on board can vote individually?
- A fair vote is one that includes people with learning disabilities, carers, and people who run and provide services.
- The co-chairs of the Board will decide if the right members of the Board are at the meeting for the vote to be fair.

General Meeting Rules



There should always be at least a 10-minute break at Board meetings.



There will be a timekeeper for each meeting.



Each meeting works to an agenda. Any personal issues should be discussed in details outside of the meeting to make sure we have enough time to keep it to the agenda items. It is also important not to have too many items on the agenda.

The agenda and notes are sent out at least 2 weeks before the meeting to give all people the chance to read them properly and be able to respond to the item. **THIS IS REALLY IMPORTANT.**



At the end of the meeting everyone gets a chance to say anything else.

Any other business must be to do with the Board and its work.



Presentations

Presentations should be done by PowerPoint, video or handout, not just speaking.

Presentations should include facts and figures and be about people with learning disabilities.

People giving presentations should keep to time.

Presentations should be easy to read and easy for everyone to understand

Presentations have to be sent in to the office TWO WEEKS before so that the 'We Think' group can have a chance to read them and understand and any prepare questions for the meeting - this is really important and items may be deferred if the 'We Think' Group have not had time to see the Presentation before the meeting.

Coming to Meetings



If you cannot come to a meeting you should let someone know in good time



If you cannot come, then somebody who can make decisions, should come instead of you.



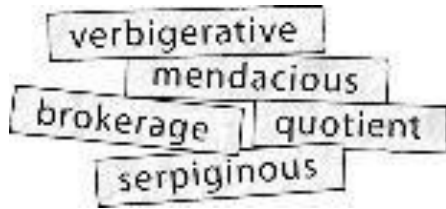
Do not interrupt: one person should speak at a time

Use the traffic light Cards



Listen to the Chair or Co-Chair when they ask for quiet so somebody can be heard. Do not talk when other people are talking

RESPECT one another



Being clear in meetings.

Use words that everyone can understand. Do not use jargon or abbreviations:

- When talking, keep it short and to the point.
- Check that everyone understands what you are saying.

Mobile Phones;

Phones should be switched off or on silent

People should not use mobile phones in the meeting





Members of the Partnership Board



People with Learning Disabilities – represented by 'We think'

Provide real experiences and represent all people with Learning Disabilities who use the services. Be a key Partner in development of Learning Disability Strategy.



Carers

Provide the board with real life experiences and represent people who care for people with a learning Disability.

Logo

Leicester City Council

Lead Commissioners

Will listen to the board about services paid for by Leicester City Council. Will set commissioning intentions and work to implement the joint

Learning Disability Strategy

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| <p>Logo</p> | <p>Head of Service for Learning Disability team</p> <p>Head of Service for enablement</p> | <p>Will give updates on how the Learning Disability team is trying to improve its work for people with Learning Disabilities. Work to ensure effective, fair, and appropriate assessments are completed and care packages reviewed.</p> <p>Will tell the board all about services for people with learning disabilities that the Leicester City Council offer, developments, issues and respond to queries that the board have about current and future LCC services.</p> |
| <p>Logo</p> | <p>Leicester City Clinical Commissioning Group</p> <p>University Hospital Leicester</p> | <p>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.</p> <p>A special liaison Nurse will listen to the board about people with Learning Disabilities and make sure that people are treated well.</p> |

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| Logo | Leicestershire Partnership Trust. | Will tell the board about the Learning Disability team and listen to the board about how well their Service is doing. |
| Logo | Leicestershire Police Hate Crime Officer. | Will listen to the board about keeping people with Learning disabilities safe in their community and help spread a message. Will Listen to the Board and try to make Leicester a safe place for people with Learning Disabilities. |
| Logo | Leicester Safeguarding Adults Board | Will tell us how safe services in Leicester are for people with Learning Disabilities. |
| Logo | Department of Work and Pensions. | Will listen to the board and try to help improve employment opportunities for people with Learning Disabilities. |