

Isle of Wight
Learning Disability
Partnership Board



Terms of Reference

What we will do and how we will do it

Version 1.2
May 2008

Membership



These are the people who are on the Learning Disability Partnership Board.

Co-Chair	Scott Watkin
Co-Chair	John Phillips
Deputy Co-Chair	Teresa Day
Councillor	Cllr Dawn Cousins
Adult Services	Daron Perkins
Adult Services	LD Service Manager
Adult Services	Laura Timms
IW Mencap	Dave Downer
People First	John Phillips
Carers Forum	Christine Law
Carers Forum	Lyndy Wyman
Carers Forum	Elizabeth Sturton
Service User	Charlotte Phillips (and support)
Service User	Joanna Klei (and support)
Service User	Al Wyman (and support)
Service User	Samantha Martin (and support)
IW Advocacy Trust	Jan Gavin
Residential Care Provider	Graeme Burnett
Non-residential Care Provider	Virginia Brown
Employment agency	Paul Smith
Employment agency	Anna Roberts
Children's Services	Liz Harkin
Housing	Peter Griffiths
Health	Bob Marks
Health	Ali Barton-Smith
IW College	Jane France
Connexions	Jenni Thorpe
Voluntary Sector	Lizzie Martin
Cultural & Leisure Services	
Sub Group Chair (Excellence)	John Metcalfe
Sub Group Chair (Education and Day Services)	Pat Ready

Sub Group Chair (Employment)	Jan Gavin
Sub Group Chair (Housing)	Vicky Jones
Sub Group Chair (Person Centred Planning)	John Phillips/Lindy Wyman
Sub Group Chair (Health)	Bob Marks
Forum Chair (Advocacy)	Vicky Jones
Forum Chair (Carers)	Bill McKenzie
Forum Chair (Providers)	Jenni Charity



If a member is not able to attend the meeting, they must send their apologies or send a nominated substitute (someone who has already been named who will come to the meeting if the member is not able to). Either the member **OR** their substitute can attend the meeting, but not both.

Non members (people not on this list) can only attend and participate when invited to. If an update on a project is needed from someone who is not a member, they must be informed of this and invited to the meeting by the Chair (this also applies to sub groups).

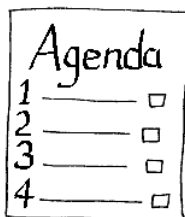
Meetings

Formal Board Meetings

The Partnership Board will meet every 3 months. Only Partnership Board members and invited guests will be allowed to take part in the meeting. Observing members of the public who attend will not be able to take part in the meeting.



All agendas, minutes and reports must be written in easy words and pictures. Everyone who comes to the Partnership Board must use words that everyone can understand. No jargon should be used and any abbreviations must be explained.



The agenda will be agreed by the Co-Chairs and the Council lead for learning disabilities. It will be sent out at least 1 week before the meeting. Any reports for things on the agenda should try to be sent out with the agenda so people have time to read them before the meeting.

The agenda will always have the following things on it:

Rules – about how the meeting will be run (these will be read out at the beginning of every meeting)

Present – people who are at the meeting

Apologies – people who could not go to the meeting

Minutes of the last meeting – members look at the minutes to make sure they are right

Update from sub groups – each sub group Chair will give an update on the work they have been doing

Update from the Council – the Council will briefly tell members about things that are happening that will affect people with a learning disability (things like new policies, change in structure, recruitment of staff, etc)

Update from Health – Health will briefly tell members about things that are happening that will affect people with a learning disability (things like new policies, change in structure, recruitment of staff, etc)

Any other business – things that people want to talk about that are not already on the agenda



The meeting rules are:

1. Please use easy language.
2. Do not use jargon.
3. Please turn off your mobile phone or make it silent.
4. Please try to be on time. We will always finish on time.
5. If you would like to say something, please show the meeting your yellow card and tell us your name.
6. If you do not understand something, or you want someone to stop speaking, show your red card.
7. You can only vote if you are a voting member of the Partnership Board. If you are asked if you agree with something, you can show the red card to say NO, the green card to say YES and the yellow card to ask a question. If you cannot hear what is being said, raise the card showing the ear.



There must be at least 17 voting members at the meeting for any decisions to be made. Any guests and non members will not be able to vote. Decisions will be passed by a simple majority. Should the outcome be a tie, then the Co-Chairs will have one casting vote between them.

If any voting member has a reason why they should not vote (called a “conflict of interest”) they should tell other members of the Partnership Board and not take part in that decision or vote.

“Conflicts of interest” are:

- Any connections with an organisation contracted to provide services by the Council or by Health
- Any personal relationships or connections where someone could personally benefit from a decision
- Any connection with a financial interest.

Administrative support will be provided by Council.

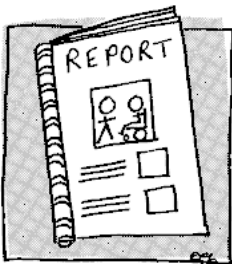
Travel expenses will be paid to service users and carers. They will need to fill out a form (which will be available at every meeting) and give it to the administrator.

Informal Board Meetings (workshops)

Each year the Partnership Board will choose 2 subjects to talk to people about. They will look at the problems and issues that people face around these subjects.



These informal board meetings are called workshops. Anyone can attend and get involved in the workshops (not just Partnership Board members). There will be 2 workshops a year. Each workshop will talk about one of the subjects. How the workshops run will be agreed by a focus group made up of service users.



A report will be written after each workshop which will go to the Partnership Board who will allocate it to the relevant sub group. From the report, the sub group will draw up an action plan. The focus group and Partnership Board will be kept informed of the outcome.

The workshops will roughly follow this format:

Workshop 1 (January): Subject will be set by the Partnership Board the previous autumn

Workshop 2 (September): Subject will be set by the Partnership Board in the spring

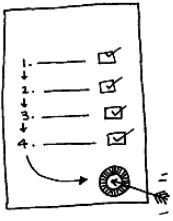
Purpose

The purpose of the Partnership Board is to:

- Make sure things happen
- Make people accountable
- Make people consult
- Make people share information

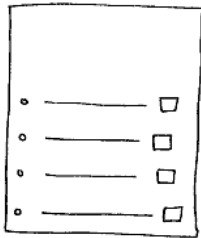
Objectives

The Partnership Board will:



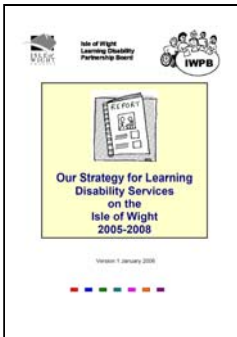
- Influence plans for people with learning disabilities on the Isle of Wight.
- Check that there are the right services and support and that they are working properly.
- Make sure that there are plans for improvement and that improvement is happening.
- Pass information to everyone about the development of services.
- Make sure that everyone knows what is happening and what they have to do.

Action Plan



The Partnership Board will meet its objectives by drawing up an action plan. The actions in this plan will be carried out by the sub groups. Each sub group will write their own action plan showing what needs to be done, who will do it and when it will be done by.

Strategy



The Partnership Board should look at and update the Strategy every year. The Strategy must have a person-centred approach and support the modernising plans in Valuing People. The Strategy will be the basis for the action plans of the Partnership Board and its sub groups.

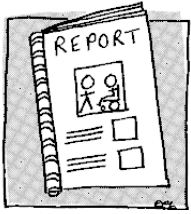
The Strategy must be written using easy words and pictures. It will be put onto the LDPB website.

The Partnership Board will make sure there is an open process for consultation on the Strategy and any changes made to it.

Reporting



The Partnership Board will let people know what it is doing by publishing its meeting agendas and minutes and its Strategy. It will also send copies of these documents to interested parties.



The sub groups will write an update report. The report will show what they have done since the last meeting, what they will do between now and the next meeting and anything that has stopped them from making things happen (“blockages”). A copy of the report will go to the Excellence Sub Group.

At each Partnership Board, the Chair of each sub group will talk about their report and the blockages and say what the Partnership Board can do to help. The Chair of the Partnership Board will help by speaking to the right people or organisations to remove the blockages.

The LDPB will support the work of the sub groups by looking at the things that are stopping them from making things happen and what can be done to change these.

It is everyone’s responsibility to report back to the groups/organisations they represent about what is said and decided at the LDPB.