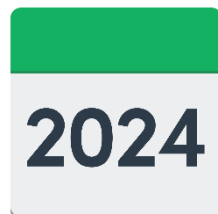


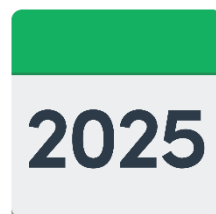
Leicester City Learning Disability Partnership Board

Terms of Reference

(meeting rules)



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The Leicester Learning Disability Partnership Board will work together to:

 A sign that says "Rights Now" with a picture of a city skyline. Below the sign, a group of people, including one in a wheelchair, are holding it up.	<ul style="list-style-type: none">• Protect people's rights
 A man in a dark sweater pointing his right hand towards the right.	<ul style="list-style-type: none">• Protect people's independence
 A hand pointing down towards four vertical bars of different colors (green, blue, green, green).	<ul style="list-style-type: none">• Protect people's choice and control
 A circular image showing a group of four people (two men and two women) looking at each other. A curved arrow points from the top of the circle to the right.	<ul style="list-style-type: none">• Protect people's inclusion
 A group of five people (three men and two women) are gathered around a table, looking at something on the table.	<ul style="list-style-type: none">• Help organisations to work well together and with people to make sure services are well connected.
 A woman in a dark top and a young girl in a striped top are standing together. A blue arrow points from the girl towards the woman.	<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
	<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?

	<p>We will involve people from different groups so that everyone can have a say about how services could be better. We will include:</p>
	<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.

	<p>We will look at how services are making sure that they think about:</p>
 A man in a dark jacket and patterned shirt is holding a large, unrolled scroll. The scroll has the word "Rights" written on it in a cursive font, followed by several horizontal lines representing text.	<ul style="list-style-type: none">• The learning disability 'Bill of Rights Charter'
 A stack of documents with the word "Charter" at the top. Below the title are several horizontal lines representing text. At the bottom, it says "A. Smith".	<ul style="list-style-type: none">• The Health Charter• The Carers Charter
 A spiral-bound notebook with the word "Plan" on the cover. The cover also features a photograph of three people (two men and one woman) looking at a document together.	<ul style="list-style-type: none">• The NHS 10-year plan
 A man in a red jacket and blue jeans is sitting in a wheelchair. To his left is a sign that features the Royal Coat of Arms and the text "Equality Act".	<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

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

	<p>These will include:</p>
	<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 hybrid, online and in person. We will give advance notice of the in person meetings.
	<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 3 months.

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

	<ul style="list-style-type: none">• Each meeting will have an agenda, which is a plan we will all follow.
	<ul style="list-style-type: none">• All papers will be written so everyone can understand them.
	<ul style="list-style-type: none">• Papers will be sent out 2 weeks before the meeting, so everyone has time to read them.
	<ul style="list-style-type: none">• There will always be a ten- minute break.
	<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.