

LEARNING DISABILITY PARTNERSHIP BOARD

Draft Terms of Reference 2020

Background:

At the Council's Executive meeting on 27th November, 2019, authority was given to progress with the formation of a Learning Disability (LD) Partnership Board to oversight and deliver on the Joint LD Strategy. The proposals set out below build upon best practice examples from other Local Authorities and our own previous experience of running a LD Partnership Board.

The Board's stated aims will be:

- To ensure visibility of action and progress along with a communication path and to provide a critical oversight function for delivery of the Joint LD Strategy;
- To ensure delivery of the outcomes of the LD Strategy through focused workgroups
- To enable people with Learning Disabilities to live their lives as they want, as part of their community, with the right support, at the right time, from the right people
- Work with people who are planning services for children and adults;
- Provide a place where we can share information about national and local policy, spending money, developing services, improving quality and advising what opportunities there are in the Borough for people with learning disabilities;
- Help ensure that all services (targeted and universal) provide equality of access and choice;
- To involve people with learning disabilities and carers, from all different backgrounds, in planning and decision making.

Proposed Structure - Learning Disability Partnership Board

The LD Partnership Board will be co-chaired by a Councillor and a person with a learning disability, it will meet four times a year.

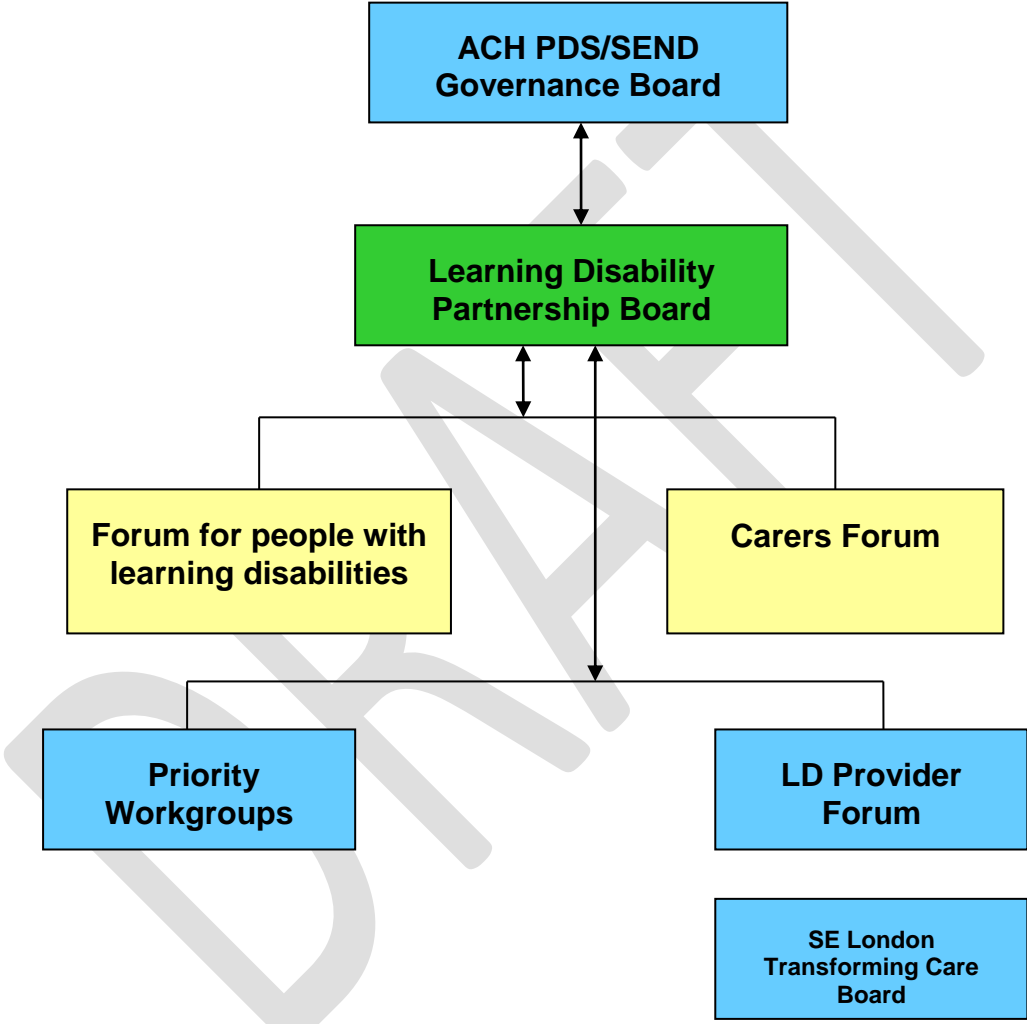
The outcomes of the Partnership Board are to be tangible results in the improvement of choice and control, life opportunities, health, employment and accessibility for people with learning disabilities; these will be tracked through delivery of the outcomes stated in the LD Strategy.

The general agenda for the LD Partnership Board will be driven by the Board members, national and local policy initiatives, the Board's stated aims along with the forums bringing forward additional items as they arise.

The Partnership Board agenda will be determined by the co-chairs.

The Board will report annually to the Council’s ACH PDS and the SEND Governance Board.

Proposed Structure



Membership

The following organisations will provide full members. Meetings will not be open meetings.

Organisation	Number of members
Commissioning (adults & children)	2
Care Management	1
Oxleas Representative	1
Children's Social Care	1
SEND Representative	1
Public Health	1
Voluntary Sector (Bromley Well)	1
Representative from Learning Disabilities Provider Forum	1
Carers Forum	2
CCG Representative	1
People with learning disabilities*	10

* Best practice dictates that people with a learning disability should make up 50% of the board membership. These members will come from the Forum for people with learning disabilities: it is recommended that the following interest groups should be represented: - Sparks, Young Sparks, Day Opportunities, Speaking Up Groups, Supported Living, Bromley College, Nash College / Adult Learning, Special Schools.

Associate members are from other organisations whose attendance is not a regular requirement, but who may be invited to specific meetings to provide input on particular agenda items.

Organisation	Number of associate members
Bromley Police	1
Bromley College	1
Adult Education	1
Housing	1
Nash College	1
Transition Programme Manager	1
Representative from Kings	1

Workgroups (linked to Priorities & associated Action Plans)

Workgroups will be time-limited and reviewed annually by the Partnership Board to ensure that they reflect the priorities of the Partnership Board.

Each sub-group will:

- Be comprised of people with learning disabilities, carers, officers and key stakeholders.

- Have an action plan and will report to the Partnership Board. (Each meeting or as agreed with the Partnership Board)
- Meet four times a year. For outcome specific groups this will be as determined by the group's work plan.
- Have two representatives who will attend each Partnership Board – they will provide a two-way link between the Board and the workgroup.
- Provide their own support.

Forums

It is proposed that each Forum will:

- meet at least four times a year
- have representatives who will attend each Partnership Board – they will provide a two-way link between the Board and the forum. They will:
 - bring the views of the Forum membership on agenda items to Partnership Board meetings
 - report back to the Forum on Partnership Board meetings
 - raise issues at the Partnership Board

Forum for People with Learning Disabilities

This will be a forum for all people with learning disabilities living in Bromley. The Forum will be chaired by the Co-chair of the Partnership Board. Meetings will consider feedback from the Partnership Board and sub-groups, issues that the Forum wish to raise with the Partnership Board and discussion of items on the agenda of the next Partnership Board so that representatives can bring the views of the Forum members. This will empower the people with learning disabilities on the Partnership Board to act as representatives of all people with a learning disability. The Forum will have 10 representatives on the Partnership Board.

The meeting will consist of information items that follow an agreed work plan – the subjects will either be those raised by Forum members or requested by statutory agencies.

The Forum will require external support to operate effectively.

Carers Forum

There is an established Carers Forum and it is proposed that this Forum send two representatives to the Board meetings. The Carers Forum will be open to all carers of people with learning disabilities in Bromley. Meetings will consist of feedback from the Partnership Board and Workgroups, issues that the Forum wish to raise with the Partnership Board and discussion of items on the agenda of the next Partnership Board so that representatives can bring the views of the Forum members.

The meeting will predominantly consist of information items that follow an agreed work plan – the subjects will either be those raised by Forum members or submitted by statutory agencies.

This Forum will be self-supporting. It currently meets at Astley day centre but consideration of another venue may be required if the membership increases.

LD Providers Forum

There is a long established LD Provider Forum and it is proposed that this Forum will provide a representative to the Learning Disability Partnership Board.

Workshops & Consultations

Consultations such as the Big Health Check-Up Day will be held as part of the Partnership Board meeting.

Financial Implications

The operation of the LD Partnership Board will require assistance in relation to the following areas:

- Partnership Board Support (Agenda / Minutes / Easy Read information / Venue / Refreshments)
- Partnership Board Co – Chair (Expenses & Support)
- Miscellaneous Costs (e.g. administrative responsibilities)
- Support to the Forum for people with LD and other groups whose membership includes people with LD

The support may be provided via a specialist worker whose responsibilities may include, but not limited to:

1. Facilitating pre-board meetings by supporting user board members with paperwork;
2. Supporting individuals attending the Board and sub-groups and developing user members skills to enable them to participate fully in discussions and decision making;
3. Ensuring that people with learning disabilities living in the borough are aware of the work of the Partnership Board;
4. Ensuring that any information provided to user board members is in an accessible format.

Whilst every effort will be made to utilise existing resources, there is expected to be a requirement for funding support. It is common practice for Councils to support their LD Partnership / Partnership Boards.