



## **Learning Disabilities Partnership Board**

### **Terms of Reference**

#### **What is the Learning Disability Partnership Board here to do?**

The Board is here to make sure that adults with a learning disability who live in Telford and Wrekin have the same chances in life as everybody else.

The Board will also:

- Develop a strategy and action plan – and through doing so will hold professional people to account for improving the design and delivery of services for adults with learning disabilities.
- Make sure that the resources are used to enable adults with learning disabilities to have aspirations.
- Be involved, influence, collaborate and co-produce the offer for adults with learning disabilities and their families/carers.

#### **Who does the Board report to?**

The Board will report to the Telford & Wrekin Integrated Place Partnership (TWIPP).

The Telford & Wrekin Integrated Place Partnership is a meeting of senior leaders from a wide range of organisations in Telford and Wrekin, who work together to improve outcomes for local people by adopting a strengths based approach – focussing upon offering early help, targeted prevention and a joined up response at time of urgent need.

The Learning Disability Partnership Board will present an annual report to the TWIPP once a year, and will provide regular updates, or reports on other issues when necessary. The report will contain information on progress in developing the strategy, information on topics and issues the Board has discussed, and any issues or questions the Learning Disability Partnership would like to ask the TWIPP.

This will help the Learning Disability Partnership Board to:

- Influence and engage senior leaders on issues of concern for people with learning disabilities in Telford and Wrekin.

- Make sure senior leaders are aware of these issues, and that they can get behind the changes needed to make life better for adults with learning disabilities in Telford and Wrekin.

The Learning Disability Partnership will link to other partnerships including:

- The Making It Real Board through the Chair and Co-chair.
- Aiming High through the Service Delivery Manager for Learning Disabilities & Autism

The Partnership will be mindful of the agendas and potential for duplication in its work-streams.

### **How often does it meet?**

The Learning Disability Partnership Board will meet roughly every 8 weeks, and will include a summer break in August.

### **Who will support the running of the Board?**

The Director for Adult Social Care will take the overall responsibility for the Board.

The Co-Chair will be supported by an advocate from Taking Part.

They will be supported by the Integrated Place Partnership Manager and a Business Support Officer from the Adult Social Care.

### **Who is on the Board?**

<b>Role or Organisation</b>	<b>Role on the Board</b>
<b>People with experience of services</b>	
Co-Chair	Co-Chair and represent the needs and experiences of people with learning disabilities
Self-Advocate	Represent the needs and experiences of people with learning disabilities
Self-Advocate	Represent the needs and experiences of people with learning disabilities
<b>Representatives from Telford &amp; Wrekin Council</b>	
Director for Adult Social Care	Co-Chair of the Board, Senior management representative for council adult social care and responsible manager

<b>Role or Organisation</b>	<b>Role on the Board</b>
Service Delivery Manager, My Options	Responsible for support services for people with learning disabilities – including Day Opportunities and Shared Lives
Service Delivery Manager, Community Social Work	Council's social care services for people with learning disabilities
Service Delivery Manager, Children with Disabilities Services	Council's children's social care service for children with learning disabilities
Team Leader, Learning Disability & Autism Team	Council's social care services for people with learning disabilities
Integrated Place Partnership Manager	Co-ordinating the development and delivery of the strategy and support for the Board
<b>Health Representatives</b>	
Commissioning Manager for Learning Disabilities in NHS Telford & Wrekin Clinical Commissioning Group	CCG's Commissioner for Learning Disability Services
Representative from Midlands Foundation Partnership Trust Learning Disability Service	Links to the Learning Disability Health Service
<b>Representatives from the Voluntary, Community and Social Enterprise Sector</b>	
Taking Part	Advocacy Services for people with learning disabilities and supporting the people who have experience of services.
<b>Parent and carer representatives</b>	
Carers Partnership Board	Carer Group
Parent and Carer Forum	Representing the parent carers of young adults
<b>Representatives from other services and support provided for people with learning disabilities</b>	
Shropshire Partners in Care	Provider services

Other people will be co-opted on to the Board for specific agenda items. For Healthwatch, Voluntary Organisations...etc.

Observers will be invited to attend meetings, these will include frontline staff from My Options and the Learning Disability & Autism Teams.

## How are the topics of the meetings decided?

The focus for the meeting will be managed by using a **‘forward plan’**. A ‘forward plan’, sets out topics for discussion at each meeting throughout the year.

Members of the Board are encouraged to suggest topics for discussion. These will be included on the Forward plan and brought to every meeting for discussion. The Forward Plan will be an item on every meeting agenda, which will give people an opportunity to make suggestions for items at future meetings.

## How are papers, agenda’s and minutes planned?

The agenda, papers and minutes for each meeting will be circulated two weeks in advance of the meeting. This will enable self-advocates to meet to discuss the agenda and think of questions well in advance of the meeting.

The agenda, papers and minutes will be produced in an accessible, easy to read way, and the agenda will contain a description of each agenda item so people are able to fully prepare before the discussion takes place.

People with responsibility for taking forward “actions” will be reminded two weeks before the next meeting to ensure they remember to do their action and are ready to update the group at the next meeting.