

April 2016

# NORFOLK LEARNING DISABILITIES PARTNERSHIP BOARD



## TERMS OF REFERENCE 2016

### What we want to do



#### JOINT COMMISSIONING STRATEGY “Our Big Plan”



The Board will monitor the ‘Joint Commissioning Strategy’ to make sure we are delivering this correctly

#### SORT OUT BIG ISSUES / SHOWCASE GOOD PRACTICE



The Board is a place to ‘sort out’ the big issues that cannot be solved by one or more Locality Groups

The Board is a place for representatives from each of the five Locality Groups to share good practice

#### NATIONAL PICTURE



The Board will share what is happening nationally for people with learning disabilities, discuss local developments and how best to take these forward

# How we will do it

## TALK TO EACH OTHER



We will regularly review (**annually as a minimum**) the membership of the Partnership Board to make sure we have the right people to deliver National and Local policies in Norfolk.

We will make sure that people with learning disabilities and Family Carers are involved when planning services

## PRODUCE REPORTS



We will ask for reports at each Board meeting from the Locality Groups and Task and Finish Groups about what they have been doing by asking them to say 'what is going well / not so well' and 'how they are helping to meet the Board's priorities.'

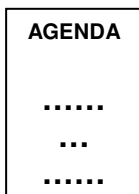
For the things that localities say are not going well the Board will agree actions to solve the problems.

Each Locality Group will have a person who is responsible for giving an update report at Partnership Board meetings.

## TELL PEOPLE WHAT WE DO

We will let people know about the work we do so that everybody has a better understanding of what we are doing via the website and posting out and emailing meeting papers.

## AGENDA



Locality Groups can raise the big issues by putting items on the Board agenda

## MEASURE WHAT WE DO



We will use a dashboard to measure the big things we want to achieve so we will know how well things are going

**April 2016**

Membership of the Norfolk Learning Disabilities Partnership Board will include:



- Two Co-chair persons. One will be a person with learning disabilities. The other will be the Assistant Director of Commissioning - Mental Health and Learning Disabilities
- The Head of Learning Disabilities NCHC –
- County Councillor Champion
- The Team Manager for Learning Disability from each locality
- A nominated Family Carer and a person with a learning disability from each locality.
- Health and Social Care Commissioner

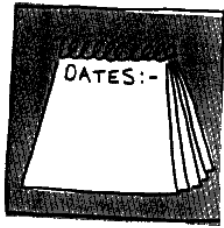
Every member of the Board must be able to speak on behalf of their organisation, sub group or locality group that they represent.

We will sometimes invite other people to the Board

- Carers with Young Children
- District Council Services
- Service providers
- National Forum for People with Learning Disabilities representative
- Voluntary Sector
- Health partners

We will set up Task and Finish Groups when specific pieces of work need to be done by the Board. This may include non board members depending on who we need to help with the work, These Groups will be have no more than two or three meetings to ensure the work gets done on time.

## Meetings



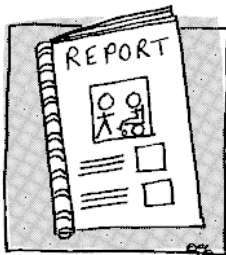
The Partnership Board will meet every three months and where possible in March, June, September and December. Meeting dates will not be changed if at all possible.



Members of the Partnership Board will make decisions by voting. Each member has 1 vote.

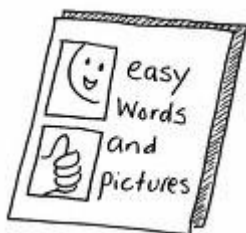
If a vote is tied, the Co-chairpersons will have the deciding vote.

Non members will be able to attend the Partnership Board meetings but they will not be able to vote.



Non members can be invited to attend meetings to provide a report.

All members should attend every Board meeting or send another person in their place. If this does not happen for 3 meetings in a row, the Board Chairpersons will ask for a replacement person.



All agendas, minutes and reports must be written in easy words and pictures or photographs. No jargon or abbreviations should be used.

All paperwork to be sent out at least 2 weeks before the date of each meeting.

# Supporting everyone to take part

## SUPPORT



All members of the Partnership Board with learning disabilities will be helped to get independent support to assist them to attend and take part in all meetings, if they need support. An agreed rate will be paid to independent supporters.

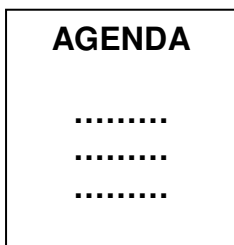


Each independent supporter will be given a task description. This will explain the role of a supporter and what is expected of them.

Independent Supporters will be expected to go through the papers and agenda with the person they are supporting in advance of the meeting. A short pre meeting for the people with learning disabilities will be held for one hour before the main meeting to explain how the meeting will work and to prepare for the main Partnership Board meeting.

- RED - stop
- AMBER – slow down
- GREEN – I agree
- BLUE – Stick to agenda

Communication Cards will be used in all meetings at all times.



Each meeting will have a clear agenda and time to discuss each subject. Late addition of agenda items should be strongly avoided.



The meeting venue will be the Edwards Room at County Hall which is accessible for everyone and car parking will be booked for Board members to ensure they have no problems parking.

## FEEDBACK



A washing line will be used to collect questions and suggestions

To check the Board's work is making a difference, we will ask for feedback at Locality Groups which can then be included in their reports to the Board.

## WEBPAGES



We will let people know what we are doing by putting our agendas, minutes and our strategy (big plan) on our website. People will be able to get printed or audio copies if they need them. The website will be updated two weeks after each Board meeting.

Where possible questions for the Board should be sent in advance to give time for them to be considered before the meeting.

Publishing the minutes of the Board will be no later than 2 weeks after the meeting.

Locality Groups should meet a month before the Board meeting wherever possible, to allow time for reports to be written and circulated.

## Contacts

Alastair Corrigan at County Hall helps to organise the meetings. His number is 01603 223098 or email [alastair.corrigan@norfolk.gov.uk](mailto:alastair.corrigan@norfolk.gov.uk)

Opening Doors arranges travel, supporters and pays involvement fees on behalf of the Board to members with a learning disability. Their number is 01603 631433 or email- [admin@openingdoors.org.uk](mailto:admin@openingdoors.org.uk)