






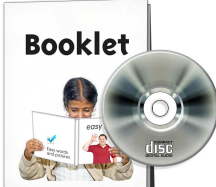

## How we will Work (Terms of Reference)

Updated July 2010



### 1. Aim

The aim of the Partnership Board is to ensure all people with learning disabilities have more independence and more opportunities to live a fuller life. The Partnership Board will ensure that we have a person-centred approach to all activities and that we deliver the agenda of "Valuing People Now". This will be achieved by working in partnership with people with learning disabilities, carers and all staff and agencies in the City.

	<p><b>2. What we have to do:</b></p>
	<p>influence plans for people with learning disabilities and family carers in Coventry</p>
	<p>check we have the right services and support available and that they are working the way we want</p>
	<p>make sure that we have plans for change and that change can happen</p>
	<p>pass information to everyone about the development of services and opportunities</p>
	<p>make sure that everyone knows what is happening and what they have to do</p>

### 3. How we will do this



We will set up work groups or sub groups when needed to write plans or complete pieces of work that the Board agrees are a priority.



quality



family carers



person centred planning



health



employment



minority ethnic groups



communication



transport



transition



housing



workforce development

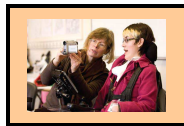


modernising day opportunities



## Learning Disability Strategy 2010-2013

The Partnership Board has written the strategy (or plan) to improve the lives of people with learning disabilities. The Strategy has these areas as our priority:



**Chapter 1:**  
Including Everyone



**Chapter 2:**  
Personalisation – starting with the Individual and their family



**Chapter 3:**  
Having a life



**Chapter 4:**  
People as citizens



**Chapter 5:**  
Making it happen



### Making sure things have happened

The Strategy will be reviewed annually



### Making sure people have a voice

We want to make sure that people with learning disabilities and family carers have a voice. We will make sure that people are able to attend and take part in the Partnership Board meetings. We support the setting up of networks so that we can share information.



## 4. Membership

- 4 representatives of people with learning disabilities (City Wide Forum)
- 3 representatives from family carer groups (LD Carer Forum)
- 2 representatives from the Local Authority
- 1 representative from the NHS Coventry
- 1 representative from Coventry & Warwickshire Partnership Trust
- 2 representatives from the voluntary and independent provider forum
- 2 city councillors

Support and facilitation through the Valuing People Co-ordinator

Representatives from each of the Forums to elect their own representatives annually and to provide information to the Valuing People Co-ordinator.

Within the meeting everyone is equal.

Our membership will be reviewed every year to make sure that we have the right people to do the work we need to do and this includes looking at attendance by members.

### Substitution of members

Each of the above group of representatives may have someone who comes to the meeting in their place, either for one meeting or possibly for several meetings.

Each group of representatives will consider if they wish to do this and provide the Valuing People Co-ordinator with the name (or names) of the person (or people) who may stand in on their behalf.

It is the responsibility of each group of representatives to make sure that the person, who has agreed to stand in for them, has the information they need to do this.



## 5. How we will do our business

### Chairing the Board meeting

We have two co-chairs. These are:

- one person from the Local Authority
- one of the representatives of people with learning disabilities



### How often we meet

We meet every month (except August and December) unless the Board decide to review this.



### Setting the Agenda for meetings

The Partnership Board agendas will have a theme for each meeting.

The Co-chairs and the Valuing People Co-ordinator will meet twice a year to plan ahead.

The City Wide Forum will set the agenda, plan and run the meetings for at least 2 meetings a year.

During the Partnership Board we will look at what is not working well and have discussions on how to improve.

We will hear real life stories.



### During the meeting

The meeting will be accessible to everyone and:

- we will use traffic light cards
- have accessible presentations and information in advance
- give presenters guidelines about accessible information



### **Taking and producing minutes**

The administrative support to the Valuing People Co-ordinator will take the minutes if the meeting.

The minutes and the next agenda will be sent out to everyone at least a week before the next meeting and where possible copies of presentations.

### **Making decisions**

To make sure that we make fair decisions there must be at least one representative from each group on the Board.

### **Letting other people on the Board know if they have a reason why they should not be part of voting or making a decision (conflict of interest)**

Sometimes someone may have "an interest" in one of the areas that we may talk about or make a decision on. Everyone has a responsibility to tell the Board about this and not take part in that decision or vote.

These "interests" include:

- 1) any connection with an organisation contracted to provide services by the Local Authority or NHS Coventry
- 2) any personal relationships or connections where could benefit from a decision
- 3) any connection with a financial interest



### **Private business**

Sometimes we may listen to information that does not give the name of a person, but the person could be identified. This information should remain with the Board members and not shared outside of the meeting.

Sometimes some of our decisions may be about an organisation, their contract, or an individual person

that we need to keep confidential. This information is only for members and the discussion or decision is not to be included in the minutes that are copied to our wide distribution list.



### **Requests for money**

All requests for money that the Board is asked to think about must be in writing. If a small amount of money is requested this can be short summary, but more detailed information will be required for larger amounts.



### **Partnership Board Website and Email**

We will put our minutes onto the website:

<http://coventry.ldpb.info> Email [ldpb@coventry.gov.uk](mailto:ldpb@coventry.gov.uk)



### **Visitors to the Board**

We will invite people to come to the Board and give us a talk or presentation about their work. This also includes the sub groups. People who may need to hear about the different discussions will also be invited to attend the meeting for those items on the agenda and this includes sub group chairs and other sub group representatives.

Self advocates on the Board can invite a friend/parent/carer to observe a meeting.

Family carers are welcome to observe Partnership Board meetings and should inform the Valuing People Co-ordinator.

One Partnership Board a year will be open to other people to observe.

People wishing to attend the Board to observe our meeting must make a request to the Board through the Valuing People Co-ordinator.





## **Contact Details**



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Coventry and Warwickshire **NHS**  
Partnership to Lead

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