

LDPB Terms of Reference



Bristol Learning Difficulties
Partnership Board

1. The Role of the Partnership Board

The role of the Learning Difficulties Partnership Board is to have strategic influence, input and accountability on future development of services for people with Learning Difficulties in Bristol.

The board is to act as a catalyst for cross - department and inter - agency working to improve the quality of life and promote choices and control for people with Learning Difficulties.

The engagement, involvement and influence of Family carers and service users is integral to the board.

The LDPB is a statutory board with its origin in the White Papers - Valuing People 2001 and Valuing People Now 2009. LDPB's are supported by the Association of Directors of Adult Social Services. Bristol is a member of the South West L.D network of partnership boards.

2. What the Board Does

The Board will have formal links to other partnerships e.g. Bristol's Health Improvement Partnership, and it will be a resource for the Health & Wellbeing Board to draw upon as required.

The work of the board is to be focussed on adults with learning difficulties and their families.

In agenda setting some issues may be better referred to the other partnerships and other partnership boards in Bristol for example:

- Older People's Partnership Board
- Physical & Sensory Impairment Partnership Board
- Mental Health Partnership
- Bristol Carers Voice

By working to an annual work plan of aims and objectives that details what is to happen, by when with targets and measurable outcomes, the Board will be able to effect change and measure its achievements.

The LDPB continues to be committed to the implementation of Valuing People and Valuing People Now. The board has to complete a Self Assessment each year for the Department of Health.

3. Membership of the Board

The Chair

There will be 2 Co-Chairs. One will be an elected service user and the other will be a Service Director from Health and Social Care (HSC)

Members

4 Service Users representing a range of different views and experiences

3 Family Carers representing a range of different views and experiences and 1 carer support worker

1 Education representative - City of Bristol College

2 Independent service provider representatives

1 representative Children and Young People's services

1 representative from HSC commissioning

1 representative from Bristol NHS commissioning

1 representative HSC provider services

1 representative HSC Care Management.

1 representative from health provider services - CLDT

1 Lead officer for LDPB

1 each lead from the work / sub groups

Health

Housing

Person Centred Planning

Employment

In attendance

- Support staff for service users and Co Chair
- Admin staff may be in attendance to record minutes

There is an open invitation for the Executive Member (HSC) and representatives from CQC to attend.

Work Groups and Sub Groups.

There are Sub groups for:

- Service Users
- Family Carers
- Service Providers

There are work groups concentrating on:

- Health
- Housing
- Employment
- Person Centred Planning

These can be changed with member's agreement, likewise short life "Task and Finish" groups can be set up on specific issues.

Expectations of Board Members

- To attend Board meetings or send an appropriately briefed representative in their absence.
- To read papers and reports that are sent out with the agenda and to be prepared and ready for discussion.
- To feedback from the LD Partnership Board to the group, forum or organisation they represent.
- To undertake agreed actions as detailed in minutes, action lists and the work plan.
- To work positively in partnership with other members. This includes a commitment to appropriate behaviour, language and respect towards others whose views may differ.
- To remember that we are here for all people with learning difficulties and ensure that people with Profound and Multiple Learning Difficulties are considered in all that we do and prioritised as necessary.
- To keep to the timings on the agenda.

Provisions of membership

Seniority In the case of statutory sector representatives the representative must be sufficiently senior to be able to influence policy, and /or make commitments on behalf of that agency.

Term of office Elected Board members will serve for a two-year term, and may serve two successive terms before retiring. This can only be changed if all members agree. The Term of Office for membership will start on 6th December 2012.

Substitutes All members need to have someone nominated in advance, to attend those meetings they themselves cannot attend.

Quorum In order for the meeting to be quorate, there need to be present, in addition to at least one of the Co-chairs, one representative of:

- Service Users
- Family Carers
- Health & Social Care
- Health

4. Accessibility

All reports to the board, minutes and agenda to the Partnership Board are to be in accessible format (in easy English with pictures) and circulated 10 days in advance of the date of the meeting.

A guide for reports is available from the lead officer.

A laptop and projector will be available for presentations and a microphone system will be in place

Board meetings will be held at the Council House.

An easy read version of this Terms of Reference is available

5. Frequency and organisation of meetings

The Board will meet 4 times per year, with any other one off meetings agreed as appropriate by members.

Meetings will run from 10.30-2.30pm with scheduled comfort breaks and a break for lunch.

Agenda Setting

There are some set agenda items:

- Service User's Report
- Family Carer Reports
- Issues arising from Work Group reports
- Day opportunities



- Any other business – agreed by Co chairs
- Previous minutes and Action List review

The Co Chairs and Lead Officer have pre LDPB briefings consider these and other agenda items.

Meetings of the Partnership Board are held in public and are open to the public as observers only.

Minutes of the Partnership Board will be published on the internet within 3 weeks of the date of the meeting.

Contact details of lead officer:

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Website:

<http://www.bristol.gov.uk/page/learning-difficulties-partnership-board>

Agreed by members. September 2012