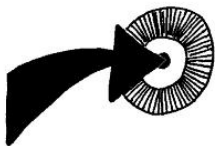




## How we will work (Terms of Reference)



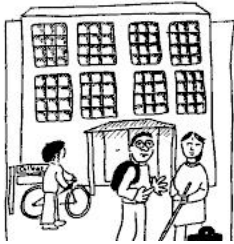
### 1. Aim:

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". This will be achieved by working in partnership with people with learning disabilities, carers and all staff and agencies in the City.

## 2. What we have to do:



influence plans for people with learning disabilities in Coventry



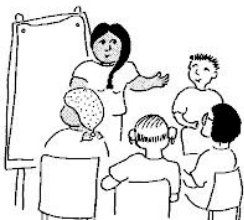
check we have the right services and support available and that they are working the way we want



make sure that we have plans for change and that change can happen



pass information to everyone about the development of services and opportunities



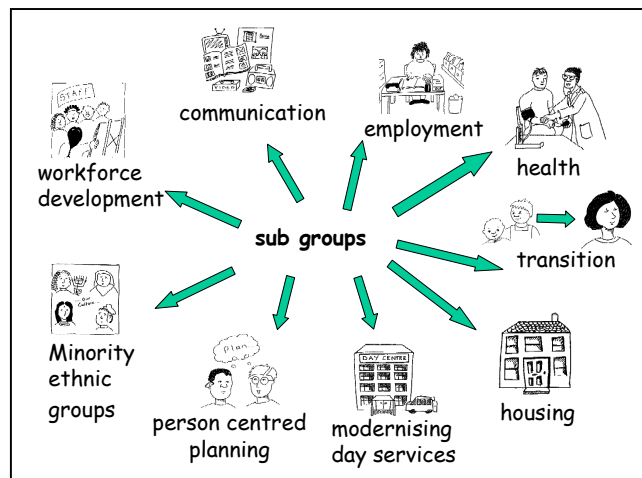
make sure that everyone knows what is happening and what they have to do



### 3. How we will do this

#### Sub Groups

To help the Partnership do its work we have set up sub groups



#### Doing Group (implementation group)

All the people who chair the sub groups to meet together to exchange information. This group to meet as and when required and to be called by either the Valuing People Co-ordinator or any of the chairs of the sub groups through the Valuing People Co-ordinator.



## **Learning Disability Strategy 2004-2007**

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:



Partnership working



More choice and control for people with learning disabilities



Supporting carers



Improving health



Disabled children and young adults



Housing, fulfilling lives and employment



Quality services



## **Making sure things have happened**

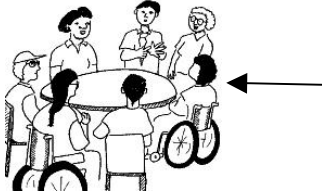
The Learning Disability Strategy has an action plan and the Partnership Board will check who is doing the work and what is happening. The Strategy will be reviewed annually.



## **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**
- 2 representatives from family carer groups**
- 2 representatives from the Local Authority**
- 2 representatives from the Teaching Primary Care Trust**
- 2 representatives from the voluntary sector**
- 2 city Councillors**
- Valuing People Co-ordinator**

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

Each of the above groups may wish to look at this and review or change their co-chairs.

### How often we meet



We meet every month unless the Board decide to review this.

### 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 Teaching Primary Care Trust
- 2) any personal relationships or connections where someone 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**

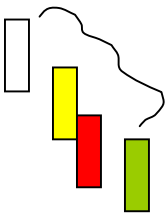


All requests for money that the Board is asked to think about must be in writing. If a small amount of money is requested this can be a short summary, but more detailed information will be required for larger amounts.

### **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 assistant to the Valuing People Co-ordinator will take the minutes of the meeting.

The minutes and the next agenda will be sent out to everyone 2 weeks before the next meeting and where possible copies of presentations.



We will put our minutes onto tape and always look at other ways to share information with everyone.

## **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.

People wishing to attend the Board to observe our meeting must make a request to the Board through the Co-chairs. The members will make a decision on an individual basis.