



## Report on sub groups

March 2007

The sub groups to the Partnership Board have all been meeting for some time and each group is at a different stage in terms of how long the group has been in existence and how frequently each now meet.

Partnership Board members are asked to consider the following report in order to answer the following questions for each sub group:

Is the sub group still relevant?

What is the key purpose or role of the sub group?

Who should chair the sub group?

### Communication



The sub group was set up to look at how we communicate and to look at making communication accessible. It produced an accessible information checklist and a dictionary to explain some of words we often use. It intended to become an approval group for accessible communication with thoughts of having a "kite mark". However, both key statutory bodies require corporate approval of information and it was felt this would not be workable.

The group agreed to suspend meetings and has not met for some time.

Chair was Janita Wesson



## Employment

The group was set up to look at supporting more people with learning disabilities to have the opportunity of work. The group produced an employment plan, including an action plan.

The group is currently dormant and has not met for some time. A date is being set for another meeting, where it is proposed that the sub group look at the action plan and set priorities.

Chair is Sandra Durkin Learning and Skills Council

## Family Carers



A sub group was set up and initially looked at increasing information on carers by encouraging carers to join the Carer's Centre database. After drawing up an information sharing protocol the number of carers registered on the database increased.

It was felt that instead of having the sub group meetings in its original format a Learning Disability Carers Forum would be established. The forum first met in June 2006 and has met bi-monthly since. It is well attended and each meeting has guest speakers and topics of interest with managers attending each meeting. This forum provides a wider link to the Partnership Board for carers as both board carer representatives attend the LD Carer Forum and have an item on the agenda.

## Health sub group



The group has a health action plan to improve the health and access to healthcare for people with learning disabilities. The group has held some health conferences and has been looking at staff education on the needs of people with learning disabilities.

The sub group continues to meet regularly.

Chair is Raj Auchoybur, Practice Educator, Coventry and Warwickshire Partnership Trust

### **Housing**



The Housing sub group completed a housing needs survey in 2005 and a housing plan was produced. The sub group has not met since 2005. However, as requested by board members the sub group is to recommence and membership is currently being sought. It is hoped that meetings will begin in May 2007.

Chair will be Paul McConnell, Commissioning Manager

### **Minority Ethnic Communities**



The group has been meeting since August 2006 and is meeting bi-monthly. Membership was an issue but has improved. The group is currently revisiting it's terms of reference and has agreed a new action plan. The group has developed research questionnaires to begin to research need and inform development and commissioning of new services.

The Development Worker who chairs the sub group meetings is leaving in April and it is hoped that current members will continue to meet until a replacement is recruited.

### **Modernising Day Opportunities**



The sub group has been meeting for some time and still meets on the first Tuesday of every month and has good representation from parent/carers and the voluntary sector but needs to look at service user representation.

Statements of Purposes are being drawn up for each unit in day services as part of developing an outcome focussed approach.

Chair is Darren Robbins, Community Resource Manager

## Person Centred Planning



The sub group started in September 2002 and last met in September 2005. It produced a framework and made recommendations including to have post of Person Centred Planning Co-ordinator, which is a post that has now been deleted.

The current chair of the group feels there is no purpose to continue to have a group. Monitoring of person centred plans is proposed through a facilitators support group when a chair of this group can be identified and the facilitators group begins to meet again.

We currently do not have representation from Coventry to the regional person centred planning group.

Chair was Clare Wightman

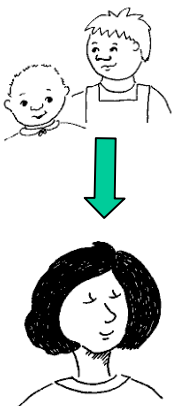
## Quality



This is a proposed sub group that needs to be established properly. The group needs to develop a quality framework for learning disabilities in Coventry, set standards to monitor against and establish a Quality Network - which is a group of people with learning disabilities and family carers to monitor quality against the standards set.

Chair to be Janita Wesson

## Transition



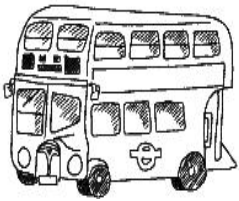
The transition sub group was adopted by the Partnership Board and has not met since summer 2006. It's original mandate was partially achieved and especially the work on developing a multi agency protocol and appointing a transition co-ordinator - Debbie. The Transition Co-ordinator is accountable to all Boards and has a management group (steering group) to oversee Debbie's work programme.

There is now a need to look again at it's core business and priorities. These could be:

- ✓ Delivery of transition
- ✓ Implementation of protocol
- ✓ Development of internet pages on transition

Chair is Debbie Brake, Transition Co-ordinator

### **Transport**



Sub group has been meeting for 16 months, is co-chaired by Lynn Cooper and meets bi-monthly. The group has a terms of reference and has developed an action plan to:

- ✓ Improve transport overall
- ✓ Improve independent travel
- ✓ Provide flexible, safe, affordable transport
- ✓ Improve lack of accessible information on transport

The bid for NRF funding was successful leading to development of Route forward a project managed by Christine Eade to develop independent travel options and integrated travel solutions.

Chair is Dilip Chauhan, Transport Manager - City Services

### **Workforce Development**



The sub group has been meeting for some time and has written a workforce development plan and an action plan.

It is proposed that a  $\frac{1}{2}$  day session is arranged involving all agencies to review the development and action plan and sub group membership.

Chair is Christina Palmer, Workforce Development