



Gloucestershire Learning Disabilities Partnership Board



Terms of Reference

(What we will do and how we will do it)



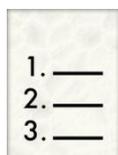
Introduction

In Gloucestershire we have written the **Big Plan** to make sure that people with Learning Disabilities have good lives. The Big Plan aims to make sure people with a learning disability in Gloucestershire experience inclusion, choice, independence and the same rights as every other person.



What is the Partnership Board for?

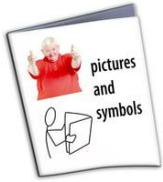
- The Partnership Board makes sure that the Big Plan is put into action in Gloucestershire.
- Make decisions about how the Big Plan Development Fund is spent.
- It makes sure that people work together to make things better for people with a learning disability in Gloucestershire.
- It makes sure that people with a learning disability in Gloucestershire have the same opportunities as everyone else.
- It gives people a chance to have a voice and ask questions.
- People with learning disabilities and their carers help make the decisions about the services in Gloucestershire.



How will the Board make sure things happen?



- The Partnership Board sets the action points and targets for the work groups set up in the Big Plan.
- The Board regularly checks what the work groups are doing.
- Have links into any other meetings that are important.



How will we make decisions?

- The information that is presented at the Board will be easy to understand.
- We will talk about issues and be clear about the things that need decisions.
- When we make decisions to do something we will be clear on when and how we will check it has been done.
- We will be clear about who is doing what.
- If the Board needs to vote on something, only the members listed below are allowed to vote.
- Decisions can only be made at a board meeting where minimum quorum is in attendance.
 - The quorum will be a minimum of 2 people with learning disabilities, 2 family carers, 2 people from statutory organisations and 1 person from an organisation providing a service to people with learning disabilities.



Who does the Partnership Board report to?

Other people need to be sure that the Partnership Board is doing a good job.

- The Partnership Board will report every year to Public Health to tell them what we have done.
- This report will also go to the Gloucestershire Health and Wellbeing Board so that they know what we have done and can hold us to account if there are any actions/recommendations we need to complete.
- The Board will also report to the Joint Commissioning Partnership and the Learning Disabilities Programme Board regularly.





Who chairs the Board?

- The Partnership Board will have an independent co chair and a self advocate co chair.
- They will have a pre meeting with appropriate support if needed.



Who are the members of the Board?

- People with Learning Disabilities (self-advocates)
- Carer representatives
- Work group leads
- Lead Joint Commissioner
- Associate Director for Partnerships, Joint Commissioning & Community Services – Gloucestershire Clinical Commissioning Group
- Director of Adult Social Care – Gloucestershire County Council
- Representative from the Disabled Children and Young People Commissioning Team
- Learning Disability Operations Manager
- Representative from Gloucestershire County Council
- Representative from Gloucestershire Clinical Commissioning Group
- Representative from 2gether Trust
- Representative from the Jobcentre Plus
- Representative from the Black, Asian and Ethnic Minority/Community Development group
- Provider representative
- Voluntary organisation representative

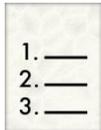
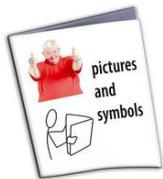


Department for Work and Pensions



How often will the Partnership Board meet?

The Partnership board will meet every two months



How will we communicate with people?

- We will create information that is easy to read, using the Easy Read guidelines agreed in Gloucestershire.
- We will send agendas to the members of the Board 2 weeks before the meeting. We can send this by email or in the post.
- Minutes from previous meetings will be sent out after the meeting for people to read. They will be agreed at the next meeting and then put on the Gloucestershire Voices website.
- All presentations to the Board must be in plain English and follow the Easy Read guidelines.



Sub-Groups of the Board

The Partnership Board has sub-groups which work on separate areas described in the Big Plan. As of October 2013 we have the following groups:

- Health Action Group
- Community Inclusion (including Personalisation)
- Employment
- Housing



Each sub-group has its own terms of reference.

All sub-groups report directly to the Board and the Board agrees each group's targets each year.



The Partnership Board also has two reference groups. These groups don't do work for the Partnership Board but are there to answer questions on topics that they know about. As of October 2013 we have the following reference groups:

- BAME
- Personalisation



Rules of the Board



The Partnership Board has agreed the following 'rules' for meetings:

1. No talking over each other
2. Respect confidentiality – don't talk about individual people if they're not present
3. Keep to the time slots given.

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