




Cambridgeshire and Peterborough Learning Disability Partnership Board

Terms of Reference

	<p>The terms of reference tell us what the Board will do, how it will do it and who will be part of it.</p> <p>It is rules that the members of the Learning Disability Partnership Board have decided that they must follow</p>
	<p>Aim of the Board</p> <p>The aim is to help people with a</p> <ul style="list-style-type: none"> • Learning Disabilities and/or Autism • Their Carers • Public organisations • Private organisations • Community organisations • And voluntary sector <p>to take part in the decisions that will affect them in Cambridgeshire and Peterborough.</p> <p>Support members of the board to make the aims of Valuing People Now strategy happen.</p>
	<p>Who will tell the Council's what the Board does?</p> <p>Two representatives, one with a Learning Disability and one with Autism, will be appointed to attend the Adult Social Care Forum.</p>

The Adult Social Care Forum is arranged by Cambridgeshire County Council and Peterborough City Council. This Forum brings together the Principal Social Worker for the two councils, commissioners and the Partnership Boards.








The representatives will tell the Forum about issues that affect people with a learning disability and/or autism and their carers.



The representatives will report back to the Board about any plans that will affect people with a learning disability and/or autism and their carers.


Decision making powers



The Board does not have any decision-making powers but will influence the Council's (Peterborough City and Cambridgeshire County), the NHS and service provider organisations.



	<h2>What the Board does</h2>	
	<p>1</p>	<p>People with Learning Disabilities and/or autism should be at the centre of any decisions that will have impact on their lives</p>
	<p>2</p>	<p>Speak up for people with a learning disability and/or autism and their Carers</p>
	<p>3</p>	<p>Find out about how government plans affect people locally; report back to government how the council is doing</p>
	<p>4</p>	<p>Act as an honest friend, telling councils and service providers when they do things well so others can do the same</p>
	<p>5</p>	<p>Help to make services better by telling the Adult Social Care Forum and services when something goes wrong</p>
	<p>6</p>	<p>Have a clear way for people with a learning disability and/or autism and their carers to give and to receive important information from the Councils and other organisations</p>
	<p>7</p>	<p>Support the development of future plans for Learning Disability and/or autism services</p>
	<p>8</p>	<p>Carers of people with a learning disability and/or autism have a right to live fulfilling lives and to be provided sensitive and appropriate support</p>

	9	Collect stories from people with learning disabilities and/or autism, carers and services and learn from what they say to us
	10	Tell councils what people with a learning disability and/or autism and their carers think about the services they get
	11	Support the work of community agencies to help people with a learning disability and/or autism to have better lives.
	12	Be a link between service providers to help them work together
	13	Share common problems with the other Partnership Boards and other people who work with service users.

	<p>Board members</p>
	<p>There will be 2 types of members on the Board:</p> <ol style="list-style-type: none"> 1. Full members come to the meetings and speak up. They can vote. 2. Corresponding members are people who get all the Boards information but don't come to the meeting. They can send information by post, email or phone. They cannot vote.
	<p>Sometimes people will come as guests. They cannot vote.</p>
	<p>The Board will do its best to have half of its members from the following groups:</p> <ol style="list-style-type: none"> 1. Advocates for people with learning disabilities. They will speak to, and for, others with learning disabilities in <ul style="list-style-type: none"> • Cambridge City and South Cambs • East Cambs and Hunts • Fenland • Peterborough <p>There will be named people who will speak up for the following groups:</p> <ul style="list-style-type: none"> • Young people • High support needs • People with autism 2. Family carers of people with a learning disability; including representatives from the Carers Partnership Board. 3. Individuals with a learning disability and/or autism.

	<p>The other half of the full membership will be from:</p> <ul style="list-style-type: none"> • Commissioners for Learning Disability in Cambridgeshire and Peterborough • Heads of Learning Disability in Cambridgeshire and Peterborough • Locality or Team managers • Learning disability nurses from the hospitals • Clinical Commissioning Group • Housing teams (if on the agenda) • SEND Children’s Services from Cambridgeshire and Peterborough • Cambridgeshire Police • Service providers
	<p>Co-Chairs</p> <p>Members of the Access Champions, Network Team and Speak Out Leaders who wish to co-chair the meeting will be on a rota.</p> <p>Representatives from Cambridgeshire County Council and Peterborough City Council will take it in turn to co-chair the meeting.</p>
	<p>People who want to join the Board</p> <p>If someone wants to join the Board, they will first meet the Co-Chair and/or someone from Healthwatch</p> <p>Any Board member can introduce someone and put them in touch with Healthwatch</p> <p>A new person will have the chance to come to a meeting and see what it’s like</p> <p>The Board will vote to decide if they can join</p>



Pre-meetings

This means a small meeting that takes place before the main meeting

One is for Family Carers to discuss what topics they would like to talk about at the Board

One is for the Speak Out Council Leaders

One is for members of the Network Team

One is for individuals with a learning disability and/or autism (who are not part of the Speak Out Council Leaders or the Network Team)

Members will have support to get ready for and take part in the meeting







Health subgroup

A subgroup of the Board will meet regularly to help people have better healthcare. This group will report back to the Board.



These are examples of some things the subgroup will talk about:

- The self-assessment and action plan
- Access to primary care including annual health checks
- Health action plans
- Look at how nurses and GPs give each other information
- Helping people stay healthy and well
- Mental health

	<p>Who should be on the health subgroup?</p> <ul style="list-style-type: none"> • People with a learning disability and/or autism • Commissioners from Cambridgeshire County and Peterborough City Council's • Learning Disability nurses • Doctors • Clinical Commissioning Group • Mental Health Services • Dental Services • Healthwatch
	<p>Task and Finish Groups</p> <p>Task and Finish Groups will work on problems that need extra time.</p>
	<ul style="list-style-type: none"> • They will report back to the Board. • The Board will decide who will take part in these groups and choose someone to be the leader.
	<p>Meetings</p> <p>The Board has produced a set of guidelines to make sure the meetings are accessible</p> <p>Everyone who joins the Board will get a copy</p> <p>All guests will also be given a copy before the meeting</p> <p>Terms of Reference, agendas and minutes will be in easy read</p>



Presentations will be asked for in easy read

Communication Cards (Traffic Light Cards) will be used at every meeting.

A member of the Board will explain how to use Communication Cards at every meeting

People who require other types of support will tell Healthwatch so that they can arrange it

The Board will not look at any last-minute paperwork or presentations on the day of the meeting



The Board will meet every 3 months






Any Board member can suggest an item for the Agenda. They must do this more than 4 weeks before the meeting. They must send their ideas to the Healthwatch Partnership Development Manager.


The Co-Chairs and Healthwatch will meet one month before the Board meeting to agree the agenda.

Communications

All papers will be sent out 2 weeks before each meeting

The minutes will be on the Healthwatch website

	<p>Action points will be kept - dates, name of person who is going to do something and if it has been completed</p> <p>The Terms of Reference will be on the Healthwatch website</p> <p>Every year the Board will make a report about everything the Board has done, this will be put on the Healthwatch website and shared with anyone who wants to know more about the board.</p>
	<p>Decisions</p> <p>Members of the Board will make choices and decisions by voting</p> <p>All members will have the right to vote</p> <p>Votes will be made by a show of Communication Cards</p> <p>If members are not present at the meeting, they cannot have a vote</p>
	<p>Expenses</p> <p>Travel expenses for service users and carers to attend meetings will be paid by Healthwatch. (This does not include Speak Out Leaders as their expenses are paid by Voiceability)</p>
	<p>If there is a problem</p> <p>If someone has a personal problem or would like to complain they will have support to do this</p> <p>This will take place outside of the main meeting</p>

	<p>The meetings are not the place for personal issues</p>
	<p>Changes to the Terms of Reference or working of the group</p> <p>The Board will look at these rules 1 year after the Boards merge, then they will be looked at every 3 years.</p> <p>If something happens that means the Board needs to look at the Terms of Reference before the 3 years are up, then it can do so.</p> <p>These terms of reference were agreed on: 4th March 2020</p> <p>The Board plans to look at them again in March 2021</p>