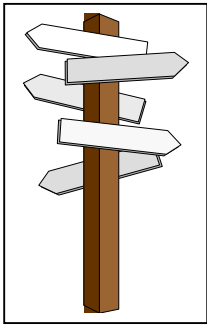
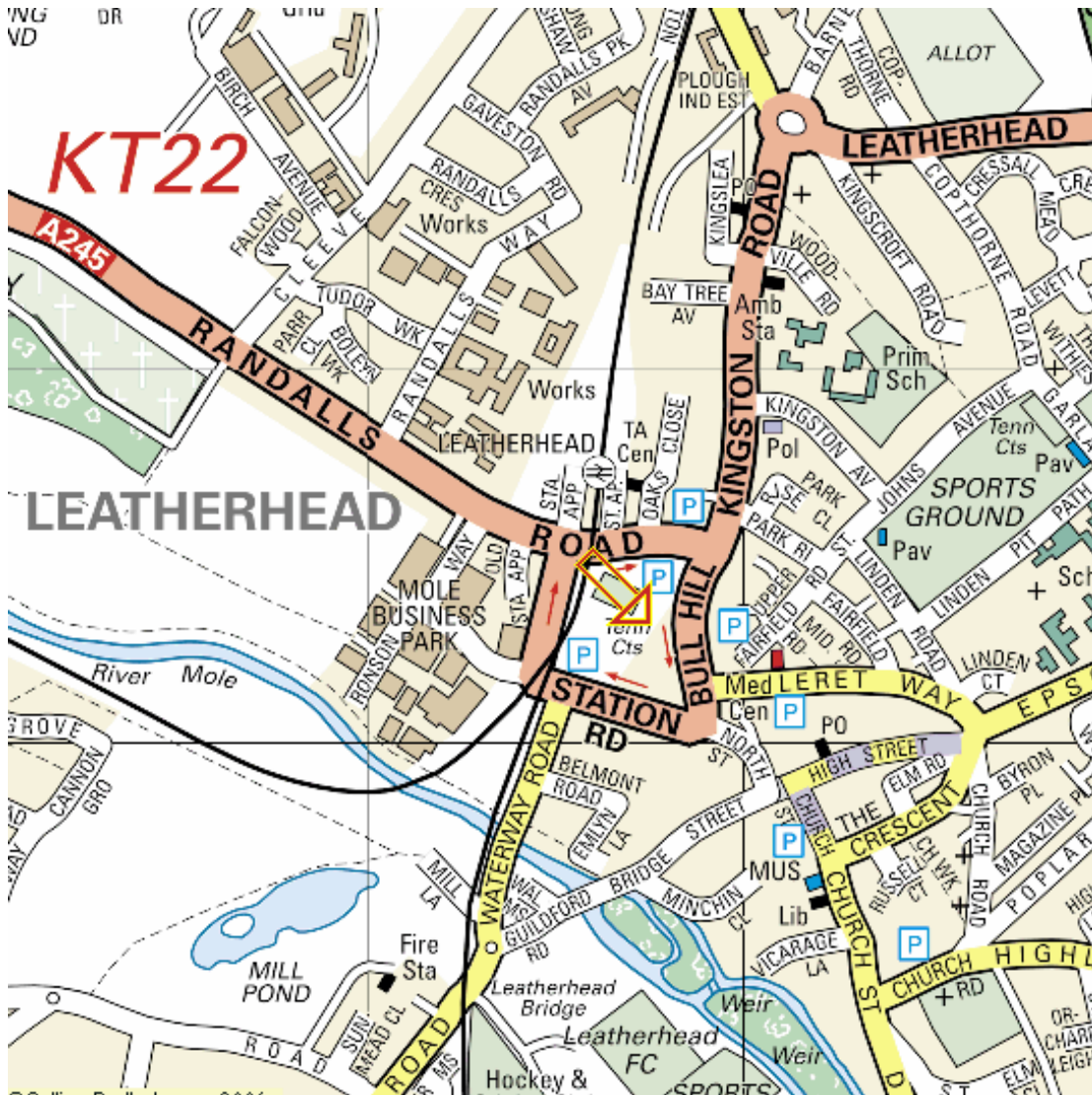


Dates for Learning Disability Partnership Board 2009



**Venue: Park House
Randalls Road
Leatherhead
KT22 0AH**

DATE	TIME	VENUE
Thursday 8 January 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 5 February 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 5 March 2009	9.30 – 12.30	Leatherhead Golf Club
Thursday 2 April 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 5 May 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 4 June 2009	9.30 – 12.30	Runnymede, Leatherhead
Thursday 2 July 2009	9.30 – 12.30	Dorking Halls Open Meeting
Thursday 6 August 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 3 September 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 1 October 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 5 November 2009	9.30 – 12.30	Park House, Leatherhead
Thursday 3 December 2009	9.30 – 12.30	Park House, Leatherhead



**Park House
Randalls Road,
Leatherhead,
KT22 0AH**



Terms of Reference

What we will do and how we will do it

1. What is the Partnership Board in Surrey?

1.1 The Government in 2001 asked that Partnership Boards were set up across the country to make sure that the White Paper "Valuing People: A New Strategy for Learning Disability for the 21st Century" was put into action.

The board in Surrey is made up of a group of people who are committed to working together to make the lives of people with a learning disability in Surrey better.

2. What are the Aims of the Partnership Board?

2.1 To make sure services for people with learning disability in Surrey are the right services and that they work properly.

2.2 To influence, talk about and make recommendations on plans in Surrey and nationally so that people with learning disabilities are supported.

3.3 To make sure we have plans for change and that change is happening.

3.4 To pass information to everyone about the development of services and make sure people know what is happening and what they have to do.

3.5 To use Learning Disability Development Fund money to develop services and help make change happen.

3.6 To work together to share information from and to organisations/groups that members represent and wider networks.

3.7 To promote Valuing People

4. Who will be members of the Partnership Board?

4.1 It is important that all key stakeholders, who can bring about change, in Surrey are members of the Partnership Board.

These stakeholders will include:

- ✓ People with learning disabilities
- ✓ Family carers
- ✓ Surrey County Council and Families Directorate
- ✓ Health Organisations (Primary Care Trust and NHS Trusts)
- ✓ Voluntary Organisations
- ✓ Connexions Service
- ✓ Provider Organisations

(current membership see appendix1)

4.2 Surrey is a large county and to enable everyone to have a say at a local level on what and how things can be done 4 Valuing People Groups have been formed. The Chairs and Co Chairs from these groups and another member of the local group will sit on the Partnership Board.

(Information on these groups can be found in the Appendix2.)

5. How the Partnership Board will run?

5.1 Chairs:

A Surrey County Councillor will co chair the Partnership Board. The other co-chair will be a person with a learning disability who has been elected from the Partnership Board or local Valuing People Groups.

5.2 In the absence of the County Councillor, the meeting will be co-chaired Head of Services for Learning Disabilities or by the Lead Officer for the board (Partnership Manager for Adults). In the absence of service user co chair, a service user from the board may deputise on their behalf.

5.3 Times

The meetings will be held monthly, on the first Thursday of the month

from 9.30 – 12.30am.
Normally 11 meetings will be held a year

6. Format of Meetings

6.1 Agenda's for the meetings will be sent out 7 days before the meeting.

The meeting will run as follows:

✓ Welcome and Ice Breaker

Part 1

✓ Reminder of what was talked about at last meeting

✓ Recent news items – National, Regional, County and Local

✓ Topic Presentation

Refreshments

✓ Part 2

✓ Topic presentation

✓ Group discussion on presentations

✓ Feedback from discussion groups

✓ Any Other Business

✓ End of Meeting

6.2 Presentations need to provide overview of the topic showing current position and set targets.

6.3 The board will be fully inclusive and in line with Surrey County Council's Equal Opportunities Policy, will use plain language and the traffic light system

7. Papers and Presentations to Partnership Board

7.1 Papers and Presentations to the Board will be in easy to read/view format. To enable people to prepare for meetings these papers need to be sent to the Lead Officer 10 days before the meeting so that they can be sent with the agenda.

8. Requests/Petitions to Partnership Board

8.1 If opinions or endorsements are being sought from the board they must be sent in writing to the Co-Chairs.

They must provide a position statement with options and consequence or risks.

8.2 The proposal should have a Valuing People Area sponsor.

Following presentation of petition a response on views or actions will be provided by Chair of Board

9. Minutes:

- 9.1 Notes will be taken of the meeting and an easy read version will be produced within 15 working days. These minutes will be a public document and back dated copies will be available on the following website: www.aboutus.org.uk. There will be a link to this website via www.surreycc.gov.uk/learningdisabilities.
- 9.2 The Co-Chairs must approve Press Release on behalf of the board in advance

10. Requests to attend Partnership Board

Meetings will be held in public and requests to observe the meeting should be made to the Co-Chairs. Due to size of meeting room observers will be limited to 4 per meeting.

11 Responsibilities of Members of Board

Stakeholders will take up membership by invitation from Co-Chairs.

- 11.2 Each member of board represents a stakeholder group. They have a responsibility to communicate information to the board and from the board with regard to the groups they represent.
- 11.3 To ensure equal representation the 4 Valuing Group Chairs must come from a cross section of stakeholder groups. This will include Carers, Voluntary Organisations, Provider Services, Health and Families Directorate, Surrey County Council.
- 11.4 Members must be able to attend at least 7 of the 11 meetings.
- 11.5 Apologies for non-attendance must be given to the Co-Chairs. If a chair of a local Valuing People group is unable to attend they need to send a deputy and contact the Lead Officer following the unattended meeting for an update to ensure feedback can be given to the local groups.

(Information on this role can be found in the Appendix 3.)

12. Election of members

- 12.1 Valuing People Chairs will stand for 2 years and can be re-elected
- 12.2 The Service User Co-Chair will be elected every 2 years.
- 12.3 The Co-Chairs and Lead Officer will review membership of board at least every 2 years to ensure all stakeholders are represented.

13. How many people needed for meeting to go ahead (Quorum)

- 13.1 There must be 10 members of the Partnership Board at the meeting in order for the meeting to go ahead. For decisions to be made there must be 15 members. These must include:

- ✓ a Chair or deputy Chair,
- ✓ two Valuing People Group Chairs
- ✓ a service user
- ✓ a carer representation

14. Annual Event

- 14.1 This will be held on a key topic chosen by the local Valuing People's Groups and the board.

15 Work Plan

- 15.1 The work plan will be updated yearly telling everyone what the board and Valuing People Groups have done throughout the year. It will include feedback from service users and carers. It will be placed on the website.

16. Managing the Agenda:

- 16.1 The Lead Officer will meet with the Co-Chairs, Chairs of Valuing People Groups monthly to review Partnership Board agenda, work programme and plan the Annual Event.
- 16.2 The Lead Officer will produce reports on money spent through Learning Disability Development Funds.

17. Making things Happen

- 17.1 To ensure the recommendations from the board are heard and changes that have to happen do happen, Lead Officer will meet with County Learning Disability Strategy Team monthly to discuss progress. This group will help commission services that aim to support people to get the kind of life they want for themselves and are good quality, cost effective and are reviewed

18. Service User Support

- Service Users will be helped:
- ✓ In getting ready for meetings
 - ✓ By having supporters at meetings to encourage, enable and help people to have a voice
 - ✓ By making sure language is simple – we won't use jargon or initials
 - ✓ By having support after meetings to talk through topics
 - ✓ By having support to help them tell others about meeting and help shape service changes

19. Family Carers support

- Family Carers will be able to tell people about the important work they do and will receive support from lead officer

20. Sub Groups of Partnership Board

Specific sub groups may be set up to do work on behalf of the partnership board and help make changes happen. Any sub groups must report back to the partnership board regularly. Local Valuing People Groups can also form action groups to help make change happen locally.

21. Concerns and Complaints

Area Chairs should investigate concerns and complaints about Valuing people process and feedback to Chairs of Partnership Board.

22. Links to Department of Health, National and County Groups

It is the responsibility of Lead Officer of Partnership Board to:

- ✓ respond to requests for information from the Department of Health
- ✓ attend Regional Information Meetings run by Valuing People Support Team
- ✓ maintain the website pages relating to Learning Disability issues
- ✓ Update Partnership Board on key legislation through Valuing People Chairs and Service Managers for Adults and Community Care
- ✓ Ensure service users and family Carers are supported and notified of key events
- ✓ Ensure County Strategies Groups are aware of Valuing People and Partnership Board

Contact Details for Partnership Board

Co- Chairs
C/O Partnership Manager for Disabilities
AO3 South West Area Office
Grosvenor House,
Cross Lanes
Guildford
Surrey
GU1 1FA
Tel: 01483 517953

Email address: learning.disabilities@surreycc.gov.uk



Appendix 2

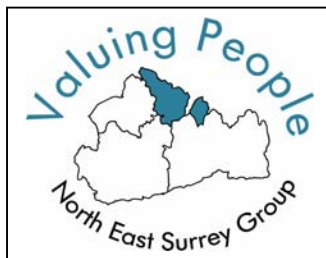
LOCAL VALUING PEOPLE GROUPS

HOW WILL WE MAKE SURE THAT THE THINGS THE PARTNERSHIP BOARD DOES ARE NEEDED LOCALLY?

Surrey is a large county made up of 1 Local Authority, 1 Primary Care Trust, 11 Boroughs and Districts, over 250 providers and over 3000 users in contact with Families Directorate. It would be difficult to have all these stakeholder groups sit on the Partnership Board. Therefore to enable everyone to have a say at a local level on what and how things can be done Valuing People Groups have been formed. The Chairs and Co Chairs from these groups and another member will sit on main Partnership Board

There will 5 local groups. Each group will cover a different part of Surrey.

The local areas are:



What are the Aims of the Valuing People Groups?

- To make sure services for people with learning disability and their families are developed locally with people with a learning disability and their families:
- To provide local information to Surrey Partnership Board
- To influence, talk about and make recommendations on plans locally, in Surrey and nationally so that people with learning disabilities are supported.
- To pass information to everyone about the development of local services and make sure people know what is happening and what they have to do.
- To use Learning Disability Development Fund money to develop services and help make change happen locally.
- To work together to share information from and to organisations/groups that members represent and wider networks.
- To promote Valuing People

How Groups will work

These local groups will be made up from key stakeholders in the local area who can make change happen. They must be committed to working together to make lives of people with learning disability better in their local areas.

Service users and their family carers must be included on these groups. Individuals on these groups need to adhere to ground rules of group and Terms of Reference to Partnership Board.

The groups will meet at regular times throughout year, usually monthly. They will look at how they provide information on what

is happening more widely to service users. Some groups have Nothing About Us Groups held quarterly throughout year.

The groups will decide what to talk about at their meetings and invite speakers on key topics of interest. The Chairs of the group will also feedback what has happened at Partnership Board and tell the Partnership Board what the views of people are locally.

To make decisions within the group you must regularly attend and contribute to the group.

Notes of what has happened at the meetings will be sent out to group members.

The Chairs will review membership of group at least yearly.

The Chairs of the Valuing People Group will meet regularly with Lead Officer of Partnership Board to discuss agenda items and feedback on what is happening .