

Working together to make a difference...



"Making change happen together"

Kirklees Learning Disability Partnership Board Handbook Terms of Reference

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Terms of Reference

Purpose

The Kirklees Learning Disability Partnership Board role is to make a positive difference to the lives of adults with a learning disability in Kirklees.

People with a learning disability and carers are central to the effectiveness of the partnership board. The partnership board will provide a forum for adults with a learning disability and carers to share their views and issues that are important to them with a range of council officers and partners organisations.

The partnership board will look at national and local policies that impact on adults with a learning disability.

The partnership board will agree local priorities each year, discuss what's working well and not so well and work in partnership to agree actions to help improve; information, support and services.

The purpose of the Partnership Board is to bring people together to work in partnership and focus on creating positive change, addressing local priorities and issues.

Membership and roles

Members of the partnership board have a key role in understanding what is important to all people with a learning disability and carers and to work together to make a real difference.

Core Members

- 1 x Chair and Co-Chair (who must be a person with a learning disability)
- 4 x Service user KIN member representatives
- 4 x Carer representatives
- 1 x Further education services representative
- 1 x Greater Huddersfield / North Kirklees Clinical Commissioning Group representative
- 1 x South West Yorkshire Mental Health Trust representative
- 1 x Voluntary sector representative
- 2 x Service provider representatives
- 1 x Employment service provider representative
- 1 x Partnership Commissioning Manager
- 1 x Adult Services - Access and Assessment representative
- 1 x Adult Services - Service Provision representative
- 1 x Adult Services - Community Options representative
- 1 x Children's Services representative

Additional people will be invited on a one-off basis dependent on the areas of discussion in each meeting.

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Provide a forum for KIN members to share their work and views with the partnership board.

Provide a forum for the carers sub group and learning disability carer voice members to share their views and issues with the partnership board.

Provide a forum in which national and local policies can be shared and discussed.

Provide an opportunity to discuss and agree local priorities to be included in the annual partnership board work plan.

Provide a forum for key people to attend and discuss the work they do, share new policies, service developments, planned changes, oversight of the local learning disability care market and demand. The partnership board may agree actions to help support and improve local information, understanding and support.

Decision making - within the partnership board is complicated. The board is not an 'executive body' in its own right. This means board decisions cannot force other organisations to do things. The board may decide to write to an organisation explaining the needs of people with a learning disability and ask for them to be included. The partnership board will endeavour to reach agreement by consensus.

Equality - the Equality Act 2010 states everyone has the right to be treated fairly and equally. The partnership board will champion the rights of learning disabled people.

Confidentiality - board members must accept the confidentiality of the contents of private reports.

Code of conduct - board members will be required to declare conflicts of interest.

Expenses - The board shall make available resources to enable people to be members. This might be training expenses or transport costs.

Reporting mechanisms

Kirklees Involvement Network (KIN); a self-advocacy group for people with learning disabilities are key members of the board. KIN will present a report to the partnership board every meeting.

The Carers sub group will present a report of their views and issues to the partnership board every meeting.

The partnership commissioning manager will present a report on national and local news updates to the partnership board every meeting.

Each meeting a "priority area" from the partnership board work plan will be discussed in detail.

All reports presented to the partnership board must be easy to understand, use plain english to ensure partnership board meeting are inclusive of all members.

Meeting cycle

The board will meet 6 times per year unless by exception. The final meeting each year will review the work over the last year.

Review of terms of reference

These terms of reference will be reviewed on an annual basis by the board as part of the year end annual review meeting.